PLEXTALK

PLEXTALK POCKET PTP1

User's Guide

Fraunhofer IIS Institut Integrierte Schaltungen

MPEG Layer-3 audio compression technology licensed by Fraunhofer IIS and THOMSON multimedia.
http://www.iis.fhg.de/amm/

DAISY2.0 compatible

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IMPORTANT NOTICES

FCC NOTICE

Declaration of Conformity
Model Number: PTP1
Trade Name: PLEXTALK
Responsible party: Shinano Kenshi Co., Ltd.
Address: 6-15-26 Chuo, Ueda-shi, Nagano-ken 386-0012 JAPAN

This device complies with Part 15 of the FCC Rules; Operation is subject to the following two conditions:

(1) This device may not cause harmful interference, and
(2) This device must accept any interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio / TV technician for help.

CAUTION:
Any changes or modification not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Canadian Department of Communications Statement

This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus set out in the Radio Interference Regulations of the Canadian Department of Communications.

This class B digital apparatus complies with Canadian ICES-003.
Cet appareil numerique de la classe B est conforme a la norme NMB-003 du Canada.

CAUTION:
Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

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1. About this guide.

Congratulations on the purchase of your new PLEXTALK. This guide contains all the information you will need to get started with your new PLEXTALK. It has been written in a way, which will allow you to learn progressively, starting with the basic concepts and building up to the more technical operations that you can try as you gain in confidence.

The guide is provided in DAISY 3 text format and as electronic files in text and Microsoft Word formats. The DAISY text version is built in to the PLEXTALK itself as a help file. The MS Word and the text versions are on the User's Guide CD which is included in the box with your PLEXTALK. The electronic files are located in a folder called "Manual".

Once you get to know the structure of the guide, you should find it easy to navigate to any section you wish to read. If you are a beginner to the DAISY format and to digital recording, it is recommended that you read through the guide sequentially, learning as you go. If you are an advanced user, or have had experience of using the PLEXTALK, you may wish to bypass some of the preliminary information. In either case, before continuing, you may

find it useful to review Chapter 4 which gives an overview of the features of your new PLEXTALK.

For those who wish to get started quickly, you may wish to read the "Quick start instructions" in Chapter 7. This gives you an introduction to the features required for using PLEXTALK as a player and recorder. If you prefer to learn about the features in more detail, you can bypass this section and work your way more carefully through the main chapters of the guide.

Note: The Quick Start chapter does not cover features in depth so please be aware that many of the details have been omitted.
Note: Whether you wish to get started quickly or more methodically, you should ensure that you read Chapter 2 and Chapter 5 before progressing. These chapters detail the legal and copyright restrictions, getting started information, safety information and issues relating to looking after your PLEXTALK properly.

2. Legal and copyright information.

This chapter contains important information regarding copyright, licences and trademarks. It also outlines the restrictions, which apply when using the PLEXTALK for copying or recording digital sound. You are strongly advised to read this chapter thoroughly before continuing.

2.1. Copyright information about this guide.

Shinano Kenshi reserves the right to modify the products described in this guide at any time without prior notice.

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2.2. Licenses and trademarks.

All licenses and trademarks are the property of their respective owners.

2.3. Restrictions on copying or recording.

Before using your PLEXTALK, you should review the following important information to ensure that you understand the legal restrictions that apply to its use for certain operations.

2.3.1. General information.

This PLEXTALK device is designed to help you record and reproduce sound works, to which you own the copyright, or where you have gained permission from the copyright owner or the rightful licenser. Unless you own the copyright or have gained the appropriate permission from the copyright owner or the rightful licenser, your unauthorized recording, reproduction or distribution thereof, may result in severe civil and criminal penalties under copyright laws and international copyright treaties. If you are uncertain about your rights, contact your legal advisor.

Under no circumstances will Shinano Kenshi be responsible for the consequences of any illegal copying performed using this PLEXTALK recorder.

2.3.2. Music CDs.

Copies of Music CDs are for individual enjoyment and, under the Copyright Act, cannot be used otherwise, without the authorization of the copyright holder.

3. Introduction to DAISY.

This chapter gives an overview of the DAISY format and some of the terminology used. If you are new to the DAISY format, you should read this chapter thoroughly. If you are an experienced DAISY user, you may wish to skim read the chapter or bypass it altogether.

3.1. What is DAISY?

DAISY is an acronym, which stands for Digital Accessible Information System. It is the format, which is being developed as the international standard for digital talking books. DAISY books can be played on a dedicated hardware player or on a computer equipped with the appropriate software.

3.2. Main features of DAISY.

The main features of the DAISY format are as follows:

- Compression of information - with high levels of compression available, it is possible to store up to 90 hours of digital audio on a single CD (700MB).
- Flexible Navigation - the DAISY format includes a range of features, which enable the reader to quickly access the parts of the book they wish to read. These features include navigation on 6 levels, by pages, by groups and phrases. These items will be discussed in more detail later in this chapter.

- Multi-media capability - in addition to digital audio, the DAISY format is able to incorporate text, graphics and even video to provide the reader with a fully synchronized, multi-media reading experience.

3.3. Types of DAISY book.

The DAISY format allows for 6 types of DAISY book, which range from audio books with no navigation structure to books with text and no audio. A brief description of each type is given below:

- Type 1 - Audio without structure: The simplest type of book. Direct navigation to the points within the book is not possible.
- Type 2 - Audio and structure: A marked up text file contains the structure of the book and provides links to features such as headings and page numbers. This allows the reader to navigate directly to those points. The marked up file is called the Table of Contents or ToC.
- Type 3 - Audio with structure and partial text: As well as containing the structure, the marked up file contains some text from the book, for example, for a glossary or index. If listening to the book on a pc the text will appear on screen and the reader will be able to search for words within the text.
- Type 4 - Audio and full text: This is the most time consuming type of book to produce but provides the most accessibility. Audio and text are fully synchronised throughout the book, so that the correct text appears on screen as the audio is being read.
- Type 5 - Full text and partial audio: the book has structure and complete text but only limited audio. The marked up file contains the structure and the text of the book, but there is only audio for part of the text.
- Type 6 - Full text and no audio: This is electronic text structure; there are no audio files.

3.4. DAISY navigation features.

The DAISY format gives the reader a number of options about how to navigate a DAISY book. This section gives brief details about the most common navigation features.

3.4.1. Navigation levels.

A DAISY book can have up to 6 levels of navigation. The number of levels in a book will depend on the structure of the original book. The levels are hierarchical with Level 1 the highest and Level 6 the lowest. This can be thought of as being similar to the hierarchy of a contents listing in a book, in the sense that there are major items and then sub items within them and so on. Every heading that has been coded into a DAISY book will have an associated navigation level between 1 and 6.

There are no fixed rules about how the DAISY navigation levels should be used and people's views on how this should be done would vary. For simple books, which only have chapters, it is likely that only one level will be used. For more complex books, which may have chapters, sections and sub sections, there might be 3 levels used (Level 1 for chapters, Level 2 for sections and Level 3 for sub sections). Once the book has been created, the levels of navigation are fixed and cannot be altered by the reader.

When trying to find a specific part of a book, the reader would tend to use a higher level (perhaps Level 1 or Level 2) to find the main area of interest, and would then change to a lower level of navigation to home in on the information they are looking for. This allows them to bypass large portions of the book that they have no interest in at that time.

3.4.2. Headings.

In order to use the navigation levels mentioned above, the location of all relevant navigation points have to be marked in the recording. In

the context of this guide, these markers are called headings. Once a heading has been inserted into the DAISY recording, it can then be assigned a navigation level depending on the structure of the original book. When headings are inserted, they are numbered automatically from 1 upwards, in the physical order that they appear in the recording.

3.4.3. Pages.

If a DAISY book has been marked for page navigation, the reader can go direct to specific pages or can skip backwards or forward a page at a time. To make this possible, the producer of the book must include the page markers when they create the book. The pages will be automatically numbered from 1 upwards starting from the beginning of the recording. The reader cannot add pages.

Note: Page markers in a DAISY book should always be placed at the start of the text on the relevant print page and not at the bottom, where the page number often appears. This means that, when you go to a page in the finished DAISY book, you will always be at the top of the page when it starts to play.

3.4.4. Groups.

The group marker can be used to identify items in the book that the reader might wish to go to independently of the other navigation structures. For example, diagrams, tables, points of note, safety information and so on. When it used carefully, it could be extremely useful. Groups cannot be specified by the reader and must be inserted by the DAISY book producer.

3.4.5. Phrases.

When the book is being recorded, the audio files are automatically divided into segments called "phrases". The recording software will decide on where a phrase starts and ends based on the amount of

silence between one piece of audio and the next. The length of silence permitted before a new phrase is created is called the "pause time" and can be adjusted by the person making the DAISY recording. In order to break the audio up into phrases that are not too long or short, a fast reader might require a short pause time and a slower reader a longer pause time. When the recording is finished, the reader can use the phrases as an additional navigation feature.

3.4.6. Sections.

A Section refers to the segment of audio between one heading and the next. A section is generally made up of a number of phrases but can have as few as one phrase. Each section will have a heading and an associated navigation level. Do not get confused between sections in a DAISY recording and sections of this guide.

3.4.7. Bookmarks.

Once the book is complete, the reader can add bookmarks at relevant places to enable them to find the marked locations at a later stage. The number of permitted bookmarks will depend on the DAISY player used but generally there will be more capacity than the reader requires. Bookmarks are the only navigation item that the reader can insert and remove.

4. Overview of your new PLEXTALK.

This chapter gives you an overview of the PLEXTALK and its main features.

4.1. General concept.

The PLEXTALK Pocket is a lightweight, pocket-sized, DAISY-compliant music, voice, and book player/recorder that offers

revolutionary mobility and ease of use by anyone in business, education and leisure. It is the world's first true crossover media player/recorder which contains a host of applications and which also comes packed with features that support unsurpassed accessibility for people with sight problems or learning difficulties.

4.2. Features of the PLEXTALK.

The main features of the PLEXTALK are as follows:

- Stylish, Pocket-size and Lightweight
- DAISY Book Playback
- Voice Recording with DAISY Structure
- Text/HTML Contents Playback using Embedded Text-To-Speech Engine
- Voice Memo-Taking Capability
- MP3 Music Playback
- Support for removable 32GB SD cards and USB flash memory
- Media transfer from USB without PC
- High Quality built in Microphone and Speaker
- Plug-In Power for External Microphone
- Battery Rechargeable via AC adapter and USB

5. Getting started.

You are now ready to start using your new PLEXTALK. This chapter will give you information about the terminology which is used throughout the guide. It details the items that you should have received in the box and explains the physical layout of the PLEXTALK unit. It also details how to insert the battery, charge the unit and care for the battery. Basic operations such as turning the unit on and off, locking the keypad and inserting and ejecting SD cards are also described.

5.1. Terminology and conventions used.

This section details the terminology and conventions used throughout this guide. The details are as follows:

- **WARNING:** A warning notice denotes a hazard that could result in personal injury.
- **CAUTION:** A caution notice denotes a hazard that could damage or destroy the PLEXTALK product, destroy the recording media, destroy or affect your data or computer configuration.
- **Note:** A note is used to give additional important information about a feature that has not already been mentioned. Generally these are listed after the instructions for reference.
- **Reminder:** A reminder is used to refresh your memory about points that have been mentioned earlier in the guide. They are generally written before the information to which they refer.
- **SD Card:** PLEXTALK is able to use both “SD” and “SDHC” cards. In this User’s Guide, both cards are called “SD cards”.
- All key names and function names have been written with initial capitals.
- Menu options have been written with double quotes around the menu option names and an initial capital has been used.
- In order to make the list of instructions more concise, the guide does not always explain every operation in detail. In many cases, PLEXTALK's built in speech gives you sufficient detail that operating features and functions should be clear.

5.2. What you get in the box.

Below is a list of all the items you should find in the box with your PLEXTALK. Please make sure that all items are included. If there are any missing items, please contact your local agent.

- 1 PLEXTALK Pocket
- 1 SD Card 2GB (**Note:** The SD card will come already inserted in the unit.)

- 1 AC adaptor
- 1 Rechargeable battery
- 1 Set of stereo headphones
- 1 USB cable (long) for connecting to a computer
- 1 USB cable (short) for connecting to a USB peripheral
- 1 Pouch
- 1 User's Guide CD
- 1 Quick Reference guide
- 1 Safety Instruction guide

Note: It is strongly recommended that you retain all packaging, in case you need to return your PLEXTALK for any reason in the future.

5.3. The User's Guide CD.

The User's Guide CD, which has been included in your package, contains the following items:

- User's Guide in Microsoft Word format - this version of the guide can be found in a folder on the User's Guide CD called "Manual". The file name is "PTP1 Users Guide.doc".
- User's Guide in text format - this is a plain text version of the User's Guide. this version of the guide can be found in a folder on the User's Guide CD called "Manual". The file name is "PTP1 Users Guide.txt".

5.4. Description of the unit.

This section describes the physical look of the PLEXTALK and the layout of the keys and other controls to enable you to locate them when referred to in later chapters. The names and main purposes are also detailed here.

The PLEXTALK body is available in 2 colours. One is black and the other is white. The black body unit has white keys and the white body unit has black keys.

Whilst holding the unit carefully, take a few moments to locate the front of the unit. The front has the microphone and speaker grill at one end and 23 keys arranged across the rest of the surface. Turn the unit so that you are holding it with the keys uppermost and with the grill away from you. The PLEXTALK should now be set up in its normal operating position. Keep the unit in this position as the physical layout is described.

5.4.1. Front face.

The grill that you used to orientate the unit is where the internal speaker and the built in microphone are located. The speaker is on the right and the microphone is in the centre.

Just below the grill, in the centre, there are 2 LEDs.
The one on the left is the Power LED. It should be off when the unit is turned off. It becomes flashing orange while booting up or when in recording standby mode and turns solid orange during recording. It shows green when the unit is on.
The one on the right is the Battery LED and indicates the charging status. It is off when PLEXTALK is operating on battery power. During charging Phase 1, it will show an orange light. During charging Phase 2 it will alternate between orange and green and When the battery is fully charged, it turns solid green. If it shows a blinking orange light, this indicates a charging error.

Below the grill, to the left and right of the LEDs, there are two oval buttons. The key on the left is coloured red and is the Record key, used for DAISY recording, Voice memo recording and for recording Voice Bookmarks. The key on the right is coloured green and is the Power key, used for power on/off and for setting the sleep timer. In the centre of this key there are two prominent tactile dots.

Below the Record key and the Power key, there are 4 function keys - two on the left and 2 on the right of the unit.
The upper left key is the GoTo key, used for page and heading navigation and for insertion of headings during recording.

The lower left key is the Bookmark key, used for bookmark navigation, insertion and deletion. Also used for turning the recording monitor on and off during recording.
The upper right key is the Menu key, used to access the main menu. Press and hold this key to turn on or off the Key Describer mode.
The lower right key is the Title key, used for changing the title or media. Also used to turn on and off the level monitor during recording.

In between the 4 function keys, at the centre of the unit, is the circular Play/Stop key surrounded by four arrow keys - Up, Down, Left and Right. The Play/Stop key is slightly indented and is coloured blue. It is used to start/stop playback and acts as the Enter key for some operations.
The Up key is used for moving up in the list of navigation options. It is also used for increasing the speed and tone settings or to cancel an operation.
The Down key is used for moving down in the list of navigation options. It is also used for decreasing the speed and tone settings or to act as the Enter key for some operations.
The Left key is used for moving left in menus or to move back in a title. Press and hold the key for fast rewind.
The Right key is used for moving right in menus or to move forward in a title. Press and hold the key for fast forward.

Below the function and arrow keys are a further 12 small circular keys, arranged in 4 rows of 3 keys. These are generally called the Number Pad. The Number Pad is laid out exactly like a push button telephone keypad. The first row has numbers 1, 2 and 3. The second row has numbers 4, 5 and 6. The third row has numbers 7, 8 and 9 and the fourth row has the Star key, Number 0 key and the Pound/Hash key.

Note: The number 5 key has a small raised dot on it to help you locate it.

Some of the keys have secondary functions and these are listed below:

- Number 1 = Change speed or tone in combination with the Up or Down key
- Number 5 = Information key. Press once for a list of information. Press repeatedly to step quickly through the list of information. Press and hold to get the current date and time
- Number 9 = Backup
- Number 0 = Help. Press once to enter or exit the built in help file.
- Star = Undo/Cancel number input
- Pound/Hash = Redo/Enter for number input

Note: Throughout this guide, the term "Enter key" refers to the Play/Stop key, located in the centre of the four arrow keys. The term "Cancel key" refers to the Up key, located above the Play/Stop key.
Note: The Pound/Hash key, marked with the "#" symbol, which is located at the bottom right of the Number Pad, will only be used as the Enter key for number input. The Star key, marked with the "*" symbol, which is located at the bottom left of the Number Pad, will only be used as the cancel key for number input.

5.4.2. Top edge.

On the top edge of the PLEXTALK, there are 2 sockets - one towards the left side and one in the centre. The socket on the left is for an external microphone and line in and the centre socket is for headphones. All sockets take 3.5mm diameter stereo mini jack plugs.

In the top left corner, there is a small hole which is designed for fitting a carrying strap if required.

5.4.3. Left edge.

On the left edge of the unit, roughly level with the Record key, there is a slot for the SD card.

5.4.4. Right edge.

On the right edge of the unit, there are 2 switches. The upper switch is for increasing and decreasing the volume. Pushing the switch towards the top of the unit, increases the volume. Pulling the switch towards the bottom of the unit, decreases the volume.

The lower switch is the Key Lock key. This is to prevent accidental activation of any other key, including the Power key. Pushing the switch toward the top of the unit locks all keys. Pulling the switch toward the bottom of the unit releases the lock. If the unit is on at the time, the unit will say "Key lock on" or "Key lock off". If the unit is off at the time, no speech will be heard when this switch is moved in either direction. However, if the unit is locked when you try to turn it on, PLEXTALK will briefly announce "Key lock" and remain powered off.

Note: When you want to power on, make sure that the Key Lock is off.

5.4.5. Bottom edge.

There are 2 items on the bottom edge of the unit. On the left is a small round hole in a square-shaped housing. This is the DC input terminal. On the right is a slightly smaller rectangular slot. This is the USB socket.

5.4.6. Back face.

Carefully turn over your PLEXTALK and hold it face down in one hand, keeping the end with the grill away from you.

In the centre of the Back face, there are 2 raised ridges. These are at the top end of the battery cover. Towards the bottom edge of the unit, but still on the Back face, there is a rectangular button which is flush with the surface. This button is at the bottom edge of the battery cover and is used to release the cover.

To remove the battery cover, press down firmly on the rectangular button with the tip of a finger. At the same time, use the thumb of your other hand, on the 2 ridges, to slide the battery cover towards the bottom edge of the unit. It should release fairly easily but you may need to practice a couple of times to master the technique.

5.5. Inserting the battery.

In order to insert or replace the battery, do the following:

- Turn off the power and remove the power adapter.
- Remove the battery cover, as described in the previous section, and lay the PLEXTALK and battery cover to one side.
- Locate the new battery and orientate it so that the one edge, which is completely smooth, is facing away from you and the edge, which has 2 obvious projections on it, is facing to your right. These two projections are the battery terminals.
- Assuming that you have done this correctly, there should be 2 further projections, one either side of the bottom left corner. Note these as these are useful when trying to remove the battery later.
- Pick up the PLEXTALK, ensuring that the front face is downwards and the battery housing is towards you. Carefully insert the battery, keeping the two battery terminals on the leading edge. This should mean that you are introducing the battery from left to right across the battery housing.
- Push the battery terminals gently into place and then press down gently on the left side of the battery and it should slip easily into the housing. Do not use force to insert the battery as this should not be necessary.
- Place the battery cover over the battery housing, around 1 centimetre from its normal position. Gently slide the cover back up towards the top of the unit until the rectangular button pops up into the locked position.

WARNING: You should only use the recommended battery with this unit. Failure to do so may cause an explosion or fire.

Note: When you insert the battery, always ensure that the battery terminal are facing in the correct direction i.e. towards the right side of the battery housing when you are looking into it and the speaker grill is face down and away from you.
Note: To remove an old battery, gently lift the bottom left corner of the battery using a fingernail under one of the 2 projections that are on the bottom left corner and then lift it carefully out of the housing. This takes a bit of practice but is simple once you understand the technique.

5.6. Charging PLEXTALK.

In order to charge the internal battery, you need to connect PLEXTALK to the mains supply or to a computer using the supplied USB cable. Do this as follows:

- Place PLEXTALK face up in its normal operating position.
- To charge the battery using mains power, plug the supplied AC adapter into the power input terminal on the bottom left edge of the unit Then plug the power adaptor into the mains socket and turn it on. Charging will start.
- To charge the battery using the USB connection, plug the smaller end of the long USB cable into the USB socket on the bottom right edge of the PLEXTALK. Then plug the wider end of the cable into a spare USB socket on a computer. Ensure that the computer is turned on and charging will start.

CAUTION: Never use force when connecting the USB cable as you may damage the cable in the process.

5.7. Maintenance and battery care.

It is important that you look after your PLEXTALK properly to ensure that you do not cause accidental damage to it, the battery or the media. It is strongly recommended that you read this section carefully.

5.7.1. Unit care.

When cleaning your PLEXTALK take note of the following points:

- **WARNING:** Always disconnect PLEXTALK from the mains supply before cleaning.
- Carefully wipe any dust and dirt from PLEXTALK with a soft cloth that has been dampened with a diluted, neutral detergent, then wipe dry with a cloth.

5.7.2. Battery care.

In order that you get the most out of your rechargeable battery, you should take careful note of the following points:

- When using your PLEXTALK for the first time, or after one month of storage, you should connect to a mains power supply for at least 24 hours.
- If PLEXTALK is not to be used for over a month, remove the battery and store it in a cool place with low humidity.
- The battery life depends on how frequently it is used and recharged. Its capacity to store charge reduces over time. When the usable time following a charge becomes too short for practical use, replace the battery with a new one. These can be purchased from your local agent. Your agent should also be able to give you advice about recycling and disposal of used batteries.
- The usable time may be affected by the ambient temperature and working environment.
- The battery will normally take 4 hours to fully charge.

In order to maintain battery performance, the following procedure should be carried out every six months:

- Fully charge the battery
- Use on battery power until dead
- Recharge for 24 Hours

5.8. Turning PLEXTALK on and off.

To turn the unit on or off, do the following:

- Press and hold down the Power key to turn the unit on. You must hold the key for 0.5 seconds or longer. When the power is on, you will hear musical tones that indicate that the unit is on. The left LED will turn blinking orange. A waiting sound will then be heard. This indicates that PLEXTALK is booting up. Shortly after, PLEXTALK will announce if it is accessing the SD card or the USB media. The left LED will turn green. If no media is inserted, PLEXTALK will make an appropriate announcement.

- Press and hold the Power key to turn off the unit. You must hold down the key for 1.5 seconds or longer. The unit will beep and then announce that it is shutting down. Musical tones will indicate that the unit is busy and, after a short pause, a different musical sound indicates that PLEXTALK has completed the shut down process.

Note: The booting up process should take approximately 20 seconds when the unit is first use or after the battery has been replaced.
Note: When you turn off the power, if you do not hold the key down long enough, the Sleep Timer will be activated. When you turn off the power, always make sure you hold the key down for at least 1.5 seconds.
Note: For both situations above, you must first ensure that the Key Lock switch is off.

5.9. Key Describer function.

Reminder: The Key Describer feature is turned on and off using the Menu key which is just below the Power key on the right side of the unit.

As its name implies, the Key Describer function allows the user to get a description of any key on the PLEXTALK. This is particularly useful for those who are new to the unit and can be a quick way to learn about the key functions.

- Turn on the Key Describer by pressing and holding down the Menu key for around 5 seconds. PLEXTALK will beep and announce that the Key Describer is on. Now press any key on the unit and a description of its function will be spoken. This includes the Volume and Key Lock switches.

- Turn off the Key Describer function by pressing and holding down the Menu key for around 5 seconds. PLEXTALK will beep and announce that the Key Describer is off.

5.10. Inserting and ejecting SD card

Reminder: When you receive your PLEXTALK, The SD card is already inserted into the SD card slot. Initially, therefore, you will not need to use this operation.

To insert the SD card, do the following:

- Turn off the power.
- Insert the SD card into the card slot on the left edge of the unit. The leading edge of the SD card is the only edge which has a smooth surface. Place the card into the card slot with the smooth edge first and with the cut off corner at the front right corner. In other words, the cut off corner should be nearest to the bottom of the unit.
- Press the card all the way into the slot ensuring that it engages properly, with the outer edge flush with the body of the PLEXTALK. Do not use excessive force when doing so.

To eject the SD card, do the following:

- Turn off the power.

- Push the SD card inwards and then release it. The card should pop out leaving the outside edge of the card protruding.
- Carefully grip the card and pull it out of the slot.

Note: SD cards have a locking switch which enables you to protect your data if you want. This is located on the left side of the card away from the cut off corner. If the switch is towards the leading edge of the card, you will be able to record and delete information. If the switch is away from the leading edge, your data will be protected. You must ensure that the switch is in the correct position before inserting the card otherwise you may experience difficulties in performing the operations you wish to carry out. To move the switch, simply use a fingernail to move the switch into the desired position.

6. Introduction to the menu system.

A number of the features of PLEXTALK are accessed through the built in menu system. This chapter aims to give you an understanding of how the menu is structured and how you access it. It is not essential to read it immediately but you will find that an understanding of the menu system is useful in many of the chapters that follow.

6.1. Overview of the menu and its operation.

Although you only ever hear the menu, it can be thought of as being a hierarchical menu system containing a series of horizontal menus, each accessed from the level higher up. At the highest level there is the Main Menu which has 7 items. These are:

- Edit - this allows simple editing of a DAISY recording.
- Recording Settings - allows you to select from a variety of recording settings or to set your own customised settings.
- Playback Settings - allows you to specify how you want to listen to the information on the SD card or USB.

- Bookmark - allows you to specify how Voice Bookmarks play and allows you to delete all bookmarks.
- Voice Memo - keep short Voice Memos.
- Media Management - allows you to get media information, build recorded DAISY titles, format media or erase SD card data.
- System settings - allows you to get system information and to control the way certain features operate or play.

Note: Access to some of the above menu items will depend on the type of operation and media that you are working with at that time. The PLEXTALK will not let you access features that are not appropriate at that moment. For example, you will be unable to access the Edit menu when playing music contents.
Note: An outline of the menu hierarchy is given in Appendix B. In addition, each function is described in detail in the relevant sections of the guide.

6.2. Accessing and navigating the menu.

Reminder: The Menu key is immediately under the Power key on the right of the unit. The Up, Down, Left and Right keys surround the Play/Stop key in the centre of the unit.

Access the menu by pressing the Menu key once. PLEXTALK will say "Menu, Edit". This indicates that it has accessed the menu and that it is on the Edit option.

To navigate around the menu, use the following methods:

- To select a different option on the same level of the menu, press either the Left key to move to the left or the Right key to move to the right. As you move to a new menu option, it will be spoken.
- On all menus, if you continue in the same direction, you will eventually return to the starting point as the menus are designed to loop round.

- To select a menu option, press the Down key or the Enter key. Assuming that there is a sub menu, and it is accessible at that time. This will take you down one level in the menu structure and leave you on the relevant sub menu. The menu item that you have gone to will be spoken.
- To move up one level in the menu, press the Up key. The menu option on the higher level menu to which you have moved will be spoken.
- Pressing the Up key when at the Main Menu level will exit completely from the menu system.
- To exit immediately from the menu system, from any level in the structure, press the Menu key. You do not need to go to the Main Menu level first.

Note: Some of the menu options provide you with information that might be difficult to remember after hearing it once, for example, the system version number and PLEXTALK serial number. In these situations, the information is repeated until you choose to cancel the message. If you wish to stay in the menu system, press the Up key. If you wish to exit the menu completely, press the Menu key.

6.3. Getting help when in the menu system.

When you are anywhere in the menu system, you can get a reminder of the item you are on by pressing the Number 5 key once.

7. Quick start instructions.

This chapter is designed to give you information about using your PLEXTALK as a DAISY player and recorder. It outlines how to use PLEXTALK's functions but does not describe them in detail. The main sections in this Quick Start chapter relate to the basic controls and the playing, recording and simple editing of a DAISY title.

Note: The instructions in this chapter assume that you are sufficiently familiar with PLEXTALK's layout that you do not require reminders. If you wish to confirm the details of the physical layout of

your PLEXTALK, you should refer to Section 5.4 before reading this chapter.

7.1. Basic control of the unit.

Turned on PLEXTALK by pressing and holding down the Power key for more than 0.5 seconds. After a short pause, PLEXTALK will announce if it is accessing the SD card or the USB. If no media is inserted, PLEXTALK will make an appropriate announcement.

Turn off the power by pressing and holding the Power key for more than 1.5 seconds.

If the Key Lock switch is at the locked position, PLEXTALK will not turn on or off.

Lock the Key Lock switch by pushing it towards the top of the unit. Unlock it by pulling it towards the bottom of the unit.

Access the menu system by pressing the Menu key once. Use the Left or Right key to move through the options on a level and use the Down key or the Enter key to select a menu option. Use the Cancel key to exit one level. Press the Menu key to exit immediately from anywhere in the menu system. Get menu help by pressing the Number 5 key once.

To adjust the playback volume and guide volume together, push the Volume key up or down until the required volume is reached. You can press and hold this key to change the volume quickly in either direction.

To adjust the guide volume independently, press the Menu key and select “system setting” and “select guide volume”, then press the Right or Left keys to set the required volume. Then press the Enter key to confirm and close the menu.

Adjust the playback speed by pressing the Number 1 key once and then press the Up or Down keys to set the desired speed.

Adjust the playback tone by pressing the Number 1 key twice and then press the Up or Down key to set the desired tone.

Insert an SD card by pushing into the SD card slot at the left of the unit. Ensure that the SD card is inserted with the label side upwards and the cut off corner is on the right edge, towards the bottom of the unit. PLEXTALK will recognise that it has been inserted and will automatically access the card contents.

Eject the SD card by pressing the SD card in and releasing it. Before ejecting the card, you must ensure that the unit is turned off. If you do not do this, you may cause damage to the card contents.

List a range of information about the current media and title by pressing the Number 5 key. Press this key repeatedly to step quickly through the items in the list.

Check the current date and time on the internal clock by pressing and holding down the Number 5 key. To set the internal date and time, press the menu key and select the "Set the system date and time" option from the "System settings" menu. Follow spoken instructions to enter the date and time. When finished, PLEXTALK will confirm the date and time you have set.

Enter and exit the built in help file by pressing the Number 0 key at any time. The help file is in DAISY 3 text only format.

7.2. Playing DAISY titles.

In order to try out the features in this section, you may wish to open a DAISY title. Why not use the built in help file as this contains a DAISY version of the main chapters of this guide.

Press the Number 0 key once to load the help file. Pressing this key again will exit from the help document.

Press the Play/Stop key to start playback. Note that, if you have used the User's Guide in the unit before, it will automatically start playback from where it finished playing on the previous occasion. Press the Play/Stop key a second time to stop playback.

When PLEXTALK has played a DAISY title to the end, it will stop automatically. Pressing the Play/Stop key at this stage will cause PLEXTALK to start playback from the beginning again.

To go to the beginning of the recording, press the GoTo key twice followed by the Enter key. To go to the end of the recording, press the GoTo key twice followed by the Number 0 key and then the Enter key.

Use the Up or Down key to move through the available navigation options for the current DAISY book. Use the Left or Right key to move back or forward on the selected navigation option.

Note: To jump back or forward a phrase, you need to select "Phrase" from the navigation options first and then press the Left or Right key.

To fast rewind or fast forward the recording, press and hold down the Left or Right key. For time jumps up to 10 minutes, press and hold down the key and PLEXTALK will announce how much time it will jump. Release the key when you hear the required time spoken. Beyond 10 minutes, PLEXTALK will continue incrementing the time jump until the Enter key is pressed.

You can switch between the SD card, the USB media and the Voice Memo by using the title key and then use the Left or Right keys to choose which title/Voice Memo you wish to play.

To get information about the current title, including headings, pages and bookmarks, press the Number 5 key once. This will also give information about playing time and battery status. Press and hold down the key to hear the system date and time.

To go headings, press the GoTo key twice and then enter the number of the heading that you wish to go to followed by the Enter key.

To go direct to a page, press the GoTo key once and then enter the number of the page that you wish to go to followed by the Enter key.

You can use the bookmark feature except for Voice memo. There are 2 types of bookmark that you have control of: Numbered Bookmarks and Voice Bookmarks. Voice Bookmarks are Numbered Bookmarks with an additional piece of recording associated with them.

Insert a Numbered Bookmark by pressing the Bookmark key twice and then a number between 1 and 999999. You can, however, only have a maximum of 10000 bookmarks in total.

Insert a Voice Bookmark by pressing the Bookmark key twice and then a number between 1 and 999999. Press the Record key once to confirm the number you've entered. Then press and hold down the Record key whilst you record the appropriate message. When the Record key is released the Voice Bookmark is inserted.

To go to a bookmark that you have inserted, press the Bookmark key once and enter the number of the bookmark that you want to go to, and then press the Enter key. When you go to a Voice Bookmark, the recorded message will either play or not depending on the setting you make in the "Playback setting for Voice Bookmark" option in the "Bookmark" menu in the menu system.

To clear a bookmark, the general procedure is to press the Bookmark key three times, enter the number of the bookmark you wish to remove, and then press the Enter key.

You can clear all bookmarks in the current title by making the appropriate selection from the "Bookmark" menu in the menu system.

7.3. Recording a DAISY title.

First you need to select your input source. You can choose from the built in microphone, an external microphone or the line in source.

The built in microphone is handy because you do not require any additional hardware to make a recording, however, it can pick up some noise.

An external microphone will generally give better quality recordings but you will need to purchase a microphone separately. It is often useful to use an external microphone for recording conferences, lectures or concerts.

Using the line in source is ideal for recording from other devices such as CD players, cassette players or radios. Recording directly from one device to another cuts out extraneous noises. To do this, use an audio cable to link between the other device's headphone socket and PLEXTALK's line in socket.

When you connect your input source to the combined external microphone and line in socket, PLEXTALK will indicate that it recognises that a device has been connected by saying either "Microphone mode" or "Line in mode". You need then to specify if you have connected a microphone or a line in source - do this in the "Select external audio input jack" option in the "Recording settings" menu.

When recording from the built in microphone or the external microphone, it is useful to be able to silence the guide speech, in order to avoid it being heard in the final recording. This can be done in 3 ways:

- Plug in headphones.
- Turn the guide speech volume down to zero.
- Set the "Turn on or off guidance when recording" option in the "Recording Settings" menu to " Turn guidance on or off when recording". With this option, you should be aware that you will lose all voice prompts whilst actually recording. Some of these may be ones that you would prefer to keep. If so, you need to then use the headphones option.

You may now wish to select a recording mode and sound quality setting. PLEXTALK offers you 5 preset recording modes and 1 custom mode. The available recording modes are "Default", "Conference", Audio", "Analogue cassettes", "Radio" and "Custom". You can select a recording mode either before or after going into recording stand by.

Before going into recording stand by, press the Menu key and then go to the "Recording settings" option and select it by pressing the Enter key. Then go to the "Select recording mode" option and select it by pressing the Enter key. Follow the voice prompts, using the Left or Right key to select your preference and the Enter key to confirm your choice.

When you want to select a recording mode after going into recording stand by, press the Menu key once. You will be automatically taken direct to the "Select recording mode" option, mentioned in the previous paragraph. Select this option by pressing the Enter key and proceed as before.

In either case, you then need to select your preferred sound quality setting. There are 6 choices: PCM 44.1kHz stereo, PCM 22.05kHz mono, MP3 256kbps stereo, MP3 128kbps stereo, MP3 64kbps mono and MP3 32kbps mono. The better the quality, the more disc space it uses and, therefore, the less available recording time. Use the Left or Right key to select your preferred sound quality setting and select it by pressing the Enter key.

To make a simple recording do the following:

- Press the Record key to go into recording stand by. This allows you to adjust the recording level.
- For the internal microphone, the external microphone and the line in source, you can either choose to have the level set automatically using the Auto Gain Control (AGC) feature, or you can set it manually. To switch between AGC and manual level setting, press the menu key and select the "Auto gain control" option in the "Recording settings" menu. If adjusting

the level manually, press the Up key to increase the level or press the Down key to decrease the level.

- When the recording level has been set correctly, press the Record key a second time and recording will start.
- Press the Record key again at any time and the recording will be paused.
- Restart recording by pressing the Record key again.
- To stop recording, press the Play/Stop key.

Note: Each time you start a new recording, a new section is automatically created at the end of the existing recording. You do not need to navigate to the end before recording new material. This does not apply when restarting from recording pause.
Note: At any time in recording stand by, recording pause or during recording, you can switch off and on the recording monitor by pressing the Bookmark key. This allows you to use headphones to listen to how the recording sounds whilst recording.

7.4. Editing a DAISY recording.

It is possible to edit a DAISY recording either during recording or afterwards. Insertion of headings is possible in both cases.

To insert a heading during recording, press the GoTo key once.

In recording pause, press the GoTo key to insert a heading. In recording pause, if you have previously pressed the GoTo key, press the GoTo key again to cancel the heading you had just created.

After completing the recording, to insert a heading, go to the location where you want to insert the heading and then select the "Set heading" option from the "Edit" menu. PLEXTALK will then ask you to confirm the position. Use the Left or Right key to adjust the position back or forward by 0.1 second increments. Press the Enter key to confirm the position.

After the recording is complete, to remove a heading, go to the heading concerned and select the "Cancel heading" option from the

"Edit" menu. PLEXTALK will ask you to confirm that you want to cancel the heading. Press the Enter key to confirm the action.

If you wish to erase one or more sections from the current title, go to the "Erase section" option in the "Edit" menu. Use the Left or Right key to select the starting section and the end section to erase and use the Enter key to select them in turn. PLEXTALK will ask you to confirm the process before erasing is started

If you wish to create a new title, go to the "Media management" menu and select the "Create new title" option. Press the Enter key when PLEXTALK asks you to confirm the action. The new title will be created.

You can also create a new title whilst in recording stand by. To do this, select “New title” by pressing the Right key.

If you wish to erase an existing title, go to the title concerned, then select the "Erase selected title" option from the "Media management" menu. Confirm the action by pressing the Enter key when prompted.

8. Setting up your PLEXTALK.

There are several features of PLEXTALK which are useful to set up before starting to use it. These can be done at any time but it is sensible to do them sooner rather than later. This chapter details how to set up the text to speech options, set the system date and time and how to select your preferred waiting sound.

8.1. Setting up the text to speech options.

PLEXTALK comes with a built in text to speech system to enable you to read DAISY text only titles, plain text and HTML files. This section shows you how to select your preferred voice and pitch settings for the built in text to speech system.

8.1.1. Selecting your preferred text to speech voice.

You are given the choice of two voices for the text to speech voice. One is a female voice and the other is male. To select your preferred text to speech voice, do the following:

Reminder: The Menu key is the top right of the 4 function keys.

- Press the Menu key once to access the Main Menu.
- Use the Left or Right key to go to the "System settings" option and select it by pressing the Enter key.
- Use the Left or Right key to go to the "Select the text to speech voice" option and select it by pressing the Enter key.
- Use the Left or Right key to select between "Voice 1" and "Voice 2" and select your preferred voice by pressing the Enter key.
- PLEXTALK will make your selection the new default text to speech voice and will exit the menu system.

8.1.2. Setting the text to speech pitch.

To adjust the pitch of the built in text to speech voice, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Left or Right key to go to the "System settings" option and select it by pressing the Enter key.
- Use the Left or Right key to go to the "Set the text to speech pitch" option and select it by pressing the Enter key.
- Use the Left or Right key to choose your preferred pitch setting, in the range from -5 to +5, with 0 being the normal setting, and select it by pressing the Enter key.
- PLEXTALK will make your selection the new default setting and will exit the menu system.

8.2. Setting the date and time.

Check the current date and time setting by pressing and holding down the Number 5 key.

To set the date and time for the internal clock, do the following:

- Press the Menu key and select “System Settings” by using the Left or Right key and then press the Enter key to confirm.
- Select the "Set the system date and time“ option from the menu and press Enter. PLEXTALK will ask you to input the year with 4 digits and will speak the current setting.
- Use the Number Pad to enter the current year with 4 digits and press Enter, or just press Enter to accept the current setting. Press the Up key to cancel setting date and time.
- When you have confirmed your entry, PLEXTALK will ask you to input the month. It will then speak the month that is set at present.
- Use the Number Pad to enter the current month with 2 digits and then press Enter, or just press Enter to accept the current setting. Press the Up key to cancel setting date and time.
- When you have confirmed your entry, PLEXTALK will ask you to input the day. It will then speak the day that is set at present.
- Use the Number Pad to enter the current day with 2 digits and then press Enter, or just press the Enter key to accept the current setting. Press the Up key to cancel setting date and time.
- When you have confirmed your entry, PLEXTALK will ask you to enter the time with 4 digits. It will also prompt that you can use the Left or Right keys to select AM or PM for the time setting. Lastly, it will play the time that is set at present.
- Use the Number Pad to enter the current time with 4 digits and press Enter. Use leading zeros where necessary. Press the Up key to cancel setting date and time. If you wish to select the AM or PM setting, before pressing the Enter key, use the Left or Right keys to make your selection.
- The date and time should now be set correctly and PLEXTALK will automatically exit this feature. By way of confirmation, the

date and time that you have just entered will be spoken back to you.

8.3. Selecting a preferred waiting sound.

When PLEXTALK is busy, such as when it is accessing or erasing a media, it plays a sound to indicate that it is carrying out that action. PLEXTALK gives you 3 choices of waiting sounds which are "Waiting sound 1", "Waiting sound 2" and "No waiting sound".

To select your preferred waiting sound, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Left or Right key to go to the "System settings" option and select it by pressing the Enter key.
- Use the Left or Right key to go to the "Select the waiting sound" option and select it by pressing the Enter key. PLEXTALK will speak the name of the currently selected waiting sound and will then play a sample of that sound.
- Use the Left or Right key to listen to the available options and press the Enter key when you are on the waiting sound you prefer.
- PLEXTALK will confirm your selection has been made and you will automatically be exited from the menu system.

9. Power management features.

Before you start to learned how to use your PLEXTALK for playback operations, there are several features related to power management that you may find helpful to know about. PLEXTALK will warn you when the battery charge is becoming low. It also has an automatic power off function and a sleep timer function. This chapter shows you how these features work.

9.1. Battery low warning.

When PLEXTALK is operating on battery power and the power level drops to a level where it needs to be recharged, PLEXTALK will say "Low battery. Please plug in AC adaptor". This message may be repeated several times. If you wish to continue to use PLEXTALK, you need to plug in the AC adaptor and switch on the main power. If you do not plug in the AC adaptor, PLEXTALK will shut down automatically when the battery level drops below a certain point.

CAUTION: If the battery power fails during operations such as backup, recording or media format, the media may become damaged or unusable.

9.2. Automatic power off function.

In order to save battery power, PLEXTALK will automatically shut down after 15 minutes of inactivity even if the battery level is still OK.

If you do not want PLEXTALK to shut down during this warning period, just carry out one of the operating functions, for example, start playback, start recording or access the menu system. PLEXTALK can then be left for a further 15 minutes of inactivity before the same warning will be spoken again.

Note: PLEXTALK will not automatically shut down if it is running on mains power.

9.3. Compulsory power off function.

If for any reason, PLEXTALK will not shut down or you are not able to navigate with any keys, you can try using the compulsory power off function, as an alternative to removing the battery.

To use the compulsory power off feature, press and hold down the Power key for more than 10 seconds, then release the Power key. PLEXTALK should shut down.

Note: If this method does not work, and your PLEXTALK is still powered on, you should remove the battery and replace it, as detailed in Section 5.5.

9.4. Sleep timer function.

The Sleep Timer feature enables you to specify an amount of time, after which, PLEXTALK will shut down. This can be handy if you are wanting to listen to a DAISY book or music for a set amount of time or if you want to record something that you know in advance how long it lasts. This section shows you how to set and cancel the sleep timer.

9.4.1. Setting the sleep timer.

Reminder: The Power key is the oval key with two dots. It is located at the top right corner of the front face, just under the speaker grill.

To set the sleep timer, do the following:

- Quickly press and release the Power key once. PLEXTALK will say "Sleep timer. 30 minutes".
- Press and release the Power key again to increase the time for shutting down. The Sleep Timer setting will increase by 30 minutes for each press, up to a maximum of 2 hours.
- When you reach the desired setting, press the Enter key to confirm or wait around 10 seconds and the setting will be set automatically.

9.4.2. Cancelling the sleep timer.

To cancel the sleep timer, do the following:

- Quickly press and release the Power key. PLEXTALK will tell you that the sleep timer is currently on and the number of minutes remaining before shut down.
- Keep pressing the Power key repeatedly until PLEXTALK says “Off”.
- Press the Enter key to confirm and PLEXTALK will say "Set". Alternatively wait for around 10 seconds and PLEXTALK will set automatically.

10. Playing features common to all formats.

All the operations mentioned in this chapter apply equally to playing DAISY titles, Audio Files and Text Files. Before progressing further it is important that, in the context of this guide, these terms are clearly understood.

- A DAISY title is a DAISY book on either an SD card or a USB media. Both SD cards and USB drives can contain one or more DAISY titles. Each DAISY title must be contained in its own folder. The audio files in the DAISY title must be Wave, MP3 or AMR-WB+ format. DAISY titles can only be recorded or edited on an SD card.
- Audio Files, that are not part of a DAISY title, can be stored as individual files or in a folder on an SD card or on a USB media. PLEXTALK is able to recognise and play audio files in the following file formats: MP3, Wave and AMR-WB+. Audio Files cannot be edited on the PLEXTALK.
- Text files are files that are either in plain text format or in HTML format. They can be stored as individual files or in a folder on an SD card or on a USB media. Text Files cannot be edited on PLEXTALK.

You may want to try out the features mentioned in this chapter as you progress. If you wish to do this, before proceeding, insert an SD card, containing appropriate content, into the SD card slot, as detailed in Section 5.10.

CAUTION: PLEXTALK is only compatible with SD or SDHC cards. Inserting other memory card such as a Memory Stick or MMC, will cause a malfunction and should not be used.

10.1. Reinserting an SD card or USB media.

When you insert either an SD card or USB media into PLEXTALK for the first time, it will play from the beginning of the first title. When you insert the same media on another occasion, regardless of the format of the data, PLEXTALK will start playback from the location where playing was stopped in the previous session. This is a particularly useful feature if you need to swap SD cards or USB media and then want to return to the first one, for example, if you are studying and need to refer to a variety of books.

10.2. Start and stop playback.

To start or stop playback, do the following:

Reminder: The Play/Stop key is the blue round shaped key with the recessed surface, located in the centre of the unit, between the 2 pairs of function keys.

- To start playback, press the Play/Stop key. PLEXTALK will start playback from the position where it was stopped previously.
- To stop playback, press the Play/Stop key.

Note: If a book or album has played all the way to the end, it will stop automatically unless a playback mode which overrides this action has been selected. Pressing the Play/Stop key when the book or album has played to the end, will cause the book or album to commence playback from the beginning again.

10.3. Changing the playback volume.

Reminder: The Volume switch is the top switch on the right edge of PLEXTALK.

The volume can be set on a scale from 0 to 25, in steps of 1, with 0 being silent and 25 being the Highest possible setting.

- To increase the playback volume, either push the Volume switch up repeatedly, increasing the level by 1 setting each time, or push and hold the Volume switch up until the volume reaches the desired level.

- To decrease the playback volume, either pull the Volume switch down repeatedly, decreasing the level by 1 setting each time, or pull and hold the Volume switch down until the volume reaches the desired level.

When PLEXTALK is not playing, each time you adjust the volume, it will beep and speak the volume level selected, for example, "Volume 16". It will play a higher pitched beep at the top and bottom setting and will play a lower pitched beep at the middle position, where the volume is set to 13. If you press and hold down either of the volume keys, you will hear a series of beeps, to indicate that the volume setting is changing, until you reach the highest or lowest setting. Again the top and bottom settings have a higher pitched beep and the middle setting has a lower pitched beep.

When PLEXTALK is playing, each time you adjust the volume, it will beep but will not speak the volume setting selected. It will play a higher pitched beep at the top and bottom setting and will play a lower pitched beep at the position where the volume is set to 13. If you press and hold down either of the volume keys, you will hear a series of beeps, to indicate that the volume setting is changing, until you reach the highest or lowest setting. Again the top and bottom settings have a higher pitched beep and the middle setting has a lower pitched beep.

10.4. Changing the guide volume.

The internal speech generated by PLEXTALK is called the guide speech. The volume of the guide speech can either be adjusted in conjunction with the playback volume or it can be adjusted independently. If you wish the guide volume and playback volume to be adjusted together, use the procedure detailed in the previous section. The guide volume will increase and decrease as you adjust the playback volume.

To set the guide volume independently, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Left or Right key to go to the "System settings" option and select it by pressing the Enter key.
- Use the Left or Right key to go to the "Select guide volume" option and select it by pressing the Enter key.
- Use the Left or Right key to select your preferred guide volume setting and press the Enter key to confirm the setting. PLEXTALK will make this the new guide volume and will exit the menu system.

10.5. Changing the playback speed.

There are 11 speed settings ranging from -2 to +8, which can be adjusted 1 level at a time. Normal speed is at the 0 position. -2 is half of normal speed, +4 is double speed and +8 is triple speed.

- To increase the playback speed, press the Number 1 key once and then press the Up key. The guide will announce the setting you have selected, for example "Speed +2". If PLEXTALK is playing, playback will be temporarily halted as you make your adjustments.
- To decrease the playback speed, press the Number 1 key once and then press the Down key. The guide will announce the setting you have selected, for example "Speed -1". If PLEXTALK is playing, playback will be temporarily halted as you make your adjustments.

Note: Each time you make an adjustment, a beep will be heard. A higher pitched beep indicates the top or bottom of the available range and a lower pitched beep indicates the normal speed position.
Note: Pressing and holding the Up or Down key, will cause the speed setting to change rapidly in the selected direction. This saves you having to repeatedly press the key.

10.6. Changing the audio tone.

There are 13 tone settings ranging from -6 to +6, which can be adjusted 1 level at a time. The default setting is in the middle of the range and is termed the normal position. Moving from the bottom to the top of the available range, will make the tone move from a more bass sound to a more treble sound.

- To increase the tone, press the Number 1 key twice and then press the Up key. The guide will announce the setting you have selected, for example "Tone +5". If PLEXTALK is playing, playback will be temporarily halted as you make your adjustments.
- To decrease the tone, press the Number 1 key twice and then press the Down key. The guide will announce the setting you have selected, for example "Tone -3". If PLEXTALK is playing, playback will be temporarily halted as you make your adjustments.

Note: Each time you make an adjustment, a beep will be heard. A higher pitched beep indicates the top or bottom of the available range and a lower pitched beep indicates the normal tone position.
Note: Pressing and holding the Up or Down key, will cause the tone setting to change rapidly in the relevant direction. This saves you having to repeatedly press the key.

10.7. Accessing the Navigation menu.

One of the most useful features of PLEXTALK is the ability to choose how you want to navigate. This is done by using the Navigation

Menu which is available to you at any time unless you are already in the Main Menu system.

To use the Navigation Menu, do the following:

- Assuming that you are not recording or in the Main Menu system, use the Up or Down keys to move upwards or downwards. The items you hear spoken are the options available to you from the Navigation Menu at that time.
- The available options will vary depending on what kind of contents you are using and the structure of the data. For example, on a DAISY titles, if the book does not have pages coded into it, the "Page" option will not appear on the Navigation Menu. In essence, PLEXTALK will only offer you navigation options that are appropriate to you at that time.
- Having selected your preferred navigation method, you can now use your Left or Right key to move backwards or forwards at your chosen level of navigation. For example, when using the built in User's Guide, if you go to the "Level 1" option with your Up or Down key, and then use your Left or Right key, you will be able to move backwards or forwards to the next Level 1 heading.

Note: The default navigation level for DAISY titles is "Level 1", for Audio File is "Track" and for Text File is "Paragraph". Currently selected navigation levels are not saved when you shut down PLEXTALK.
Note: If you do not know what navigation is available to you in a particular item, use the Up or Down key to quickly find out.

10.8. Understanding how PLEXTALK groups files and folders.

At the beginning of this chapter, you learned about some basic guidelines for the format of the files that PLEXTALK is able to access and about how they should be stored on an SD card or USB media. In fact, apart from these simple rules, PLEXTALK is able to operate

with very few other restrictions on how you store the items you wish to read.

When PLEXTALK accesses the SD card or USB media, it automatically assesses the contents and groups items into "DAISY titles", "Audio Files" and "Text Files", regardless of where these items are stored on the media. When you subsequently navigate through the titles, they will be already ordered for you regardless of where they are physically located on the media.

For example, if you have 3 Text Files in the root folder and 2 more in a sub folder, PLEXTALK will view these as 5 Text Files stored in 2 folders.

For Audio Files, PLEXTALK will carry out a similar assessment but, in addition, will group all Audio Files under a single logical folder. This makes title navigation more straight forward. Hence, if there are 10 Audio Files in the root folder, 5 others in Folder A and 5 more in Folder B, PLEXTALK will see them as being in 3 folders but will group all these folders in a single logical folder which it calls "Audio" when you navigate by title.

DAISY titles should be stored, with all necessary files, in a single folder. PLEXTALK will not evaluate any contents in a sub folder of a folder where it has identified a DAISY book.

PLEXTALK's ability to assess the contents of the media in this automatic way, means that you can be very flexible in the way that you file your information, whilst, at the same time, being able to access the information quickly when you need to.

Note: If there are multiple types of contents such as DAISY titles, Audio Files or Text Files, PLEXTALK will automatically sort them by their type and name.

10.9. Selecting the SD card or USB media.

At times you may wish to switch from using an SD card to the USB media or vice versa. You can do this as follows:

- Press the title key repeatedly until your desired media is announced. PLEXTALK will move sequentially through the 3 available options, "SD card", "USB" and "Voice Memo". For the SD card and USB media, it will announce the item which was last played in that media.
- If no card or USB media is inserted, PLEXTALK will say "No SD card" or "No USB media" followed by "Title is not selected. Please select another title".
- If you wish to play the spoken item, simply press the Enter key.
- Assuming that there is an SD card or USB media present, now use the Left or Right key to move through the available contents on that media.
- When you are on the item you wish to play, press the Play/Stop key and playback will commence at the last playing position in that item.

10.10. Folder and title navigation.

In situations where there are multiple items on the SD card or USB media, you may wish to switch from the item you are currently reading to different one. This may be in the same folder or it might be elsewhere. You can do this by using the Title key.

To navigate by folders, do the following:

- Press the Title key repeatedly until you hear the media you want to go to.
- Press the Up key to select folder navigation. PLEXTALK will say "Select folder".
- Press the Left or Right key to move sequentially through the available folders.
- As you move your selection, the guide speech will state the name and number of the folder. The first phrase of the first title in the folder will then be played.

- If this folder contains the title you wish to play, press the Down key to change to title navigation. PLEXTALK will say "Select title".
- Press the Left or Right key to move through the titles in the folder. PLEXTALK will speak the number of the title and will then play the first phrase of the title to help you identify it.
- If you wish to play the selected title, press the Play/Stop key. Playback will start from the position in the title where it was stopped previously.

Note: All Audio Files will be grouped into a single logical folder called "Audio". To enter this folder, you need to press Enter first, before then selecting "Album" or "Track" from the Navigation Menu.
Note: PLEXTALK will default to using title navigation when you first press the Title key.

To navigate by title, do the following:

- Press the Title key repeatedly until you hear the media you want to go to.
- PLEXTALK should automatically be set to title navigation but you can check this by using the Up or Down key.
- Press the Left or Right key to move sequentially through the available titles.
- As you move your selection, the guide speech will state the media, whether the title is a DAISY title, Audio File or Text File and its number. The first phrase of the title will then be played to help you identify it.
- If you wish to play the selected title, press the Play/Stop key. Playback will start from the position in the title where it was stopped previously.

10.11. Getting information about your SD card or USB media.

From time to time, you may wish to check the status of the SD card or USB media. You can get a variety of information as follows:

- With the SD card or USB media inserted, ensure that PLEXTALK is switched to focus on the appropriate media by pressing the Title key until the desired media is spoken.
- Press the Menu key once to access the Main Menu.
- Use the Left or Right key to go to the "Media Management" option and select it by pressing the Enter key.
- Use the Left or Right key to go to the "Media title Information" option and select it by pressing the Enter key.
- PLEXTALK will announce the type of media, the free space of media, the used space on the media, the total size of the media, the format of the current item and its size. In the case of SD cards, it will also state if the card is locked or not.
- When you have noted the relevant information, press the Enter key to exit the menu system.

Note: Some of the information may not be spoken depending on the status of your SD card or USB media. For example, if you have inserted a finalised disc as an external USB CD media, because there is no available space on the disc, this information will not be given.
Note: Although you can get information about the USB media using this method, you cannot record to it using PLEXTALK.

10.12. Moving to the beginning or end of an item.

Moving quickly to the beginning or end of the current DAISY title is very useful.

Reminder: The GoTo key is the top left of the four function keys.

To move to the beginning of an item, do the following:

- Press the GoTo key twice. The guide speech will say "Go to heading", depending on the type of data you are using. This will be followed by a verbal reminder that the Enter key can be pressed at this point to go to the beginning.

- Press the Enter key and the playing position will move to the start of the current item. The guide speech will say "Beginning of title".
- After a short pause, playback will commence automatically from the beginning.

To move to the end of an item, do the following:

- Press the GoTo key twice. The guide speech will say "Go to heading". This will be followed by a verbal reminder that the Number 0 key followed by the Enter key can be pressed at this point to go to the end.
- Press the Number 0 key followed by the Enter key and the playing position will move to the end of the current item. The guide speech will say "End of title".

10.13. Fast forward or fast rewind.

The fast rewind and fast forward features use the Left and Right keys either side of the Enter key.

- To fast rewind, press and hold down the Left key. Playback will start when you release the key.
- To fast forward, press and hold down the Right key. Playback will start when you release the key.

Note: As you hold down the Left or Right key, the fast rewind or fast forward will skip 5 seconds, 10 seconds, 20 seconds, 30 seconds, 1 minute, 5 minutes, 10 minutes, 20 minutes and so on. If the key is released before the "10 minutes" option is spoken, playback will start at the place the key is released. If the key is released after this point, the fast rewind or fast forward will continue until the Play/Stop key is pressed to stop the process. Playback will then start automatically.

10.14. Using bookmarks.

Bookmarks are a very powerful way of enhancing the navigation options in a DAISY title, Audio File or in a Text File. This section tells you about the types of bookmark available to you and how to insert, navigate and delete them.

10.14.1. Types of bookmark.

There are 3 types of bookmark you can use in PLEXTALK as follows:

- Numbered Bookmarks - You can insert up to 10000 Numbered Bookmarks. Each bookmark is assigned a unique number in the range 1 to 999999. If you try to exceed the 10000 limit, the oldest bookmark is automatically deleted before the new one is created.
- Voice Bookmarks - These are Numbered Bookmarks that have accompanying voice annotations. Voice Bookmarks use memory. The total memory available gives about 30 minutes of recording time. If you try to exceed this allocation, the oldest bookmark that has not been used recently is automatically deleted before the new one is created.
- Resume Bookmarks - For every title, album or text file, the current playing location will be stored so playback can be resumed from that location the next time the title, album or text file is used.

Note: PLEXTALK will remember the Resume Bookmark and other information for up to 1000 titles, albums or text files.

10.14.2. Inserting bookmarks.

This section tells you how to insert numbered and Voice Bookmarks into your title or album.

Reminder: The Bookmark key is the bottom left key of the four function keys.

To find out information about the bookmarks in the current title, whether PLEXTALK is playing or not, do the following:

- Press the Number 5 key once and PLEXTALK will speak a number of things including information about the Numbered Bookmarks and Voice Bookmarks in the current title.
- Press the Number 5 key repeatedly to quickly step through the list of items spoken.
- Press the Enter key to stop speech after you have heard what you want.

To insert a Numbered Bookmark, whether PLEXTALK is playing or not, do the following:

- Press the Bookmark key twice. PLEXTALK will say "Set bookmark".
- Using the Number Pad, enter the number you wish to assign to this bookmark.
- Press the Enter key to confirm or the Cancel key to clear your entry.
- If you try to assign the same number as an existing bookmark, PLEXTALK gives you the chance to overwrite the existing bookmark or assign a different number. Press the Enter key to overwrite the existing bookmark or the Cancel key to assign a different number.
- When you have selected a valid number for your bookmark, PLEXTALK will confirm that the bookmark has been set.

Note: PLEXTALK will not allow you to set a bookmark in the same position as an existing bookmark.

To insert a Voice Bookmark, whether PLEXTALK is playing or not, do the following:

Reminder: The Record key is the red, oval key, located just under the speaker grill on the left of PLEXTALK's front face.

- Press the Bookmark key twice. PLEXTALK will say "Set bookmark".

- Using the Number Pad, enter the number you wish to assign to this Voice Bookmark.
- Press the Record key once to confirm or the Cancel key to clear your entry.
- If you try to assign the same number as an existing bookmark, PLEXTALK gives you the chance to overwrite the existing bookmark or assign a different number. Press the Enter key to overwrite the existing bookmark or the Cancel key to assign a different number.
- After you have assigned a valid number to your Voice Bookmark, PLEXTALK will speak a reminder that you should press and hold the Record key whilst recording and will indicate that the recording level will be automatically set.
- Press and hold down the Record key and speak your voice annotation.
- Release the Record key when you have finished. PLEXTALK will confirm that the Voice Bookmark has been set.

Note: The built in microphone is located under the grill at the top of PLEXTALK's front face.
Note: You can select whether Voice Bookmarks should play or not when navigating to the bookmark or listening to the title or album. Further information about how to do this is given at the end of this chapter.
Note: Resume Bookmarks are inserted automatically by PLEXTALK when you move to a different title, album, or file or when you shut down the recorder. No action is required from you.

10.14.3. Navigating to bookmarks.

This section tells you how to navigate to the various types of bookmark.

To jump to a Numbered Bookmark, whether PLEXTALK is playing or not, do the following:

- Press the Bookmark key once. PLEXTALK will say "Go to bookmark".

- Using the Number Pad, enter the number of the bookmark you wish to go to.
- Press the Enter key to confirm or the Cancel key to clear your entry.
- When a valid bookmark number has been entered, PLEXTALK will go to the location of that bookmark and playback will start automatically.

Note: PLEXTALK will speak an error message if you try to go to a Numbered Bookmark that does not exist.

To jump to a Voice Bookmark, whether PLEXTALK is playing or not, do the following:

- Press the Bookmark key once. PLEXTALK will say "Go to bookmark".
- Using the Number Pad, enter the number of the Voice Bookmark you wish to go to.
- Press the Enter key to confirm or the Cancel key to clear your entry.
- When a valid bookmark number has been entered, PLEXTALK will go to the location of that bookmark and playback will start automatically.
- Depending on the setting you have selected for the playback of Voice Bookmarks, the voice annotation that you previously recorded will either be heard at this time or not.

Note: PLEXTALK will speak an error message if you try to go to a Voice Bookmark that does not exist.

Once you have entered bookmarks into a title, album or file, a "Bookmark" option will become available on the Navigation Menu. In order to navigate to the next bookmark with a lower or higher number, do the following:

- Use the Up or Down key to go to the "Bookmark" option on the Navigation Menu.
- Press the Left key to move to the next bookmark with a lower number. PLEXTALK will move to the bookmark and announce

its number. Playback will start automatically. If you are on the bookmark with the lowest number, pressing the Left key will take you to the bookmark with the highest number.

- Press the Right key to move to the next bookmark with a higher number. PLEXTALK will move to the bookmark and announce its number. Playback will start automatically. If you are on the bookmark with the highest number, pressing the Right key will take you to the bookmark with the lowest number.

Note: When navigating in this way, you will move by the numbering sequence of the bookmarks and not by the time sequence that they appear in the title, album or file. For example, assume you have randomly assigned bookmarks with numbers from 1 to 10 throughout your title, album or file and you are currently on bookmark 5. Using this method will allow you to move to bookmark 4 or 6 regardless of where they are located, even if there are other bookmarks in between numbers 4 and 5 or between 5 and 6.
Note: If there are no bookmarks in the title, the "Bookmark" option will not be listed on the Navigation Menu.

10.14.4. Clearing bookmarks.

This section tells you how you can clear individual bookmarks or all the bookmarks in the current title.

To clear a Numbered Bookmark or a Voice Bookmark, the procedure is identical, as follows:

- Press the Bookmark key 3 times. PLEXTALK will say "Remove bookmark".
- Using the Number Pad, enter the number of the bookmark you wish to remove.
- Press the Enter key to confirm or the Cancel key to clear your entry.
- When you confirm the action, PLEXTALK will remove the specified bookmark from the current title or album and will confirm this with a spoken message.

Note: If the bookmark you have selected is a Voice Bookmark, the equivalent voice annotation will also be deleted from the internal memory.
Note: If you enter an invalid bookmark number, PLEXTALK will speak an error message.

If you wish to clear all bookmarks in the current title, album or file, do the following:

Reminder: The Menu key is the top right of the 4 function keys.

- Press the Menu key to access the Main Menu.
- Use the Left or Right key to go to the "Bookmark" option and select it by pressing the Enter key.
- Use the Left or Right key to go to the "Clear all bookmarks in current title" option and select it by pressing the Enter key.
- PLEXTALK will ask you to confirm this action. If you wish to proceed, press the Enter key and PLEXTALK will say "Deleted". If you have changed your mind, press the Cancel key or the Menu key to exit the menu system entirely.

Note: The procedure will only clear bookmarks in the current title, album or file and will not affect bookmarks in other titles or albums.

10.14.5. Turning on and off Voice Bookmark speech.

When you are using Voice Bookmarks, you are able to select whether you want to hear them spoken or not during playback.

To turn Voice Bookmarks On or Off, do the following:

- Press the Menu key to access the Main Menu.
- Use the Left or Right key to go to the "Bookmark" option and select it by pressing the Enter key.
- Use the Left or Right key to go to the "Playback setting for Voice Bookmarks" option and select it by pressing the Enter key.

- Use the Left or Right key to select either "Voice Bookmark on" or "Voice Bookmark off" and press the Enter key to confirm your choice.

Note: The factory default setting for playing Voice Bookmarks is "Voice Bookmark on".

10.15. The built in help file.

PLEXTALK is supplied with a built in help file that you can access at any time. Because this file is stored in the internal memory, it is easy to access and does not use up space on other media. The file does not contain the full contents of the User's Guide but it does contain the most important chapters that you may wish to refer to whilst using your PLEXTALK. The file has been created in DAISY 3 text only format and uses the built in synthetic speech.

10.15.1. Accessing the built in help file.

To access the built in help file, do the following:

- Press the Number 0 key once.
- PLEXTALK will load the help file at the playing position you were at the last time you used it.
- Navigate the file in the same way that you navigate other DAISY text only titles. Further information on navigating DAISY titles will be given in the following chapter.

To exit the help file, do the following:

- Either press the Number 0 key once or press the Title key to switch to one of the other media.

10.15.2. Getting information in the help file.

When using the help file, to get a range of information, whether PLEXTALK is playing or not, do the following:

- Press the Number 5 key once.
- A range of information will be spoken. See below for details.
- If you do not wish to listen to all the information, and wish to step through individual items more quickly, you can do this by repeatedly pressing the Number 5 key.
- If you have heard what you want to hear, you can stop the spoken information by pressing the Enter key.

When in the help file, you will hear the following items:

- Power information - power source, battery level.
- Time information - elapsed time, remaining time and total time.
- Page information.
- Heading information.
- Bookmark information.
- Title information - type.
- Playback mode - repeat or normal.

11. Playing DAISY titles.

This chapter covers additional features that can be used when you are playing a DAISY title. Before proceeding with this chapter, it would be useful to have a DAISY title available for trying out the features as you go along. The User's Guide is a good choice as it contains many of the DAISY features discussed in this section.

CAUTION: PLEXTALK is only compatible with SD or SDHC cards. Using other memory cards such as Memory Stick or MMC, will cause a malfunction and should not be used.

11.1. Getting heading, page and title information.

When using an SD card or USB media, to get information about the current title, whether PLEXTALK is playing or not, do the following:

- Press the Number 5 key once.
- A range of information will be spoken. See below for details.
- If you do not wish to listen to all the information, and wish to step through individual items more quickly, you can do this by repeatedly pressing the Number 5 key.
- If you have heard what you want to hear, you can stop the spoken information by pressing the Enter key.

In a DAISY audio title, you will hear the following items:

- Power information - power source, battery level.
- Time information - elapsed time, remaining time and , total time.
- Page information.
- Heading information.
- Bookmark information.
- Title information.
- Time stamp information - recorded date.
- Playback mode - repeat or normal.

During these announcements, the first phrase of the current title and the current section will be played at the appropriate time to help you identify the title and location in the title.

Note: If the playing position is at the beginning or end of the title, because there is no audio at these locations, no recorded audio will be heard.

In a DAISY text title, you will hear the following items:

- Power information - power source, battery level.
- Page information.
- Heading information.
- Bookmark information.
- Title information.

- Time stamp information - recorded date.
- Playback mode - repeat or normal.

Note: If there are any front pages or special pages within the DAISY title, the number of front pages and special pages will be announced as well as the other page information.
Note: As PLEXTALK supports titles that span across multiple volumes, if more than one volume has been used, the current volume number and the total number of volumes will also be announced.

11.2. Heading navigation.

There are 2 ways of navigating to headings within a DAISY title. You can either go to headings direct or you can move through the available headings one at a time.

Reminder: Headings are marked locations in a DAISY title that you may wish to get to quickly, such as the start of chapters, sections and sub sections. The headings in a DAISY title are numbered sequentially from the start of the title. Every heading has an associated navigation level between Level 1 and Level 6.

To go direct to a specific heading, do the following:

- Press the GoTo key twice. The guide speech will say "Go to heading".
- Using the Number Pad, type in the number of the heading you wish to go to.
- Press the Enter key to confirm or the Cancel key to clear your entry.
- When you have entered a valid heading number and pressed the Enter key, PLEXTALK will switch to the heading you selected and playback will start automatically. If you have entered an invalid heading number, the guide speech will speak an error message.

To navigate headings sequentially, using heading levels, do the following:

- Use the Up or Down key to go to your desired level of navigation, for example Level 1, Level 2 etc.
- Press the Left key to move backwards to the previous heading on the selected level. PLEXTALK will move to the heading and playback will start automatically. If there is no previous heading, PLEXTALK will move to the beginning and say "Beginning of title".
- Press the Right key to move forwards to the next heading on the selected level. PLEXTALK will move to the heading and playback will start automatically. If there is no next heading, PLEXTALK will go to the end and say "End of title".

Note: When navigating in this way, PLEXTALK will stop at all headings that have a level the same as or higher than the level you have selected. For example, if you chose to navigate on Level 3, PLEXTALK will find all Level 1, Level 2 and Level 3 headings as you move backwards or forwards. If you have chosen Level 1 navigation, PLEXTALK will only find Level 1 headings as you move.

11.3. Page navigation.

Navigating to pages is very similar to heading navigation. You can either go to pages direct or you can move through the available pages one at a time. When using PLEXTALK, pages are numbered sequentially from the start of the title.

To go direct to a specified page, do the following:

- Press the GoTo key once.
- Using the Number Pad, type in the number of the page you wish to go to.
- Press the Enter key to confirm or the Cancel key to clear your entry.
- When you have entered a valid page number and pressed the Enter key, PLEXTALK will switch to the page you selected and playback will start automatically. If you have entered an invalid page number, the guide speech will speak an error message.

To navigate pages sequentially, do the following:

- Use the Up or Down key to go to the "Page" option on the Navigation Menu.
- Press the Left key to move backwards to the previous page. PLEXTALK will move back to the previous page marker and playback will start automatically. If there is no previous page, PLEXTALK will go to the beginning and say "Beginning of title".
- Press the Right key to move forwards to the next page. PLEXTALK will move forwards to the next page marker and playback will start automatically. If there is no next page, PLEXTALK will go to the end and say "End of title".

Note: If there are no page markers in the title, the "Page" option will not be listed on the Navigation Menu.
Note: There are three kinds of page which are Normal, Front and Special. Front pages are those at the front of the book before the page numbering for the body of the book begins. Special pages are those that are not front matter and which do not follow the sequential numbering system. You cannot move directly to Front or Special pages using the GoTo key and can only navigate to them using the Left or Right keys after selecting the "Page" option on the Navigation menu.

11.4. Group navigation.

Reminder: A Group, in the context of the PLEXTALK, is a navigation feature which can be assigned, by the person creating the title, to items of note throughout a DAISY title. They are separate from other navigation features like headings and pages.

Groups can only be navigated sequentially. PLEXTALK goes to all headings as well as groups.

To move backwards or forwards a group at a time, do the following:

- Use the Up or Down key to go to the "Group" option on the Navigation Menu.
- Use the Left key to move backwards to the previous group item in the title. PLEXTALK will move backwards to the previous group item and playback will start automatically. If there are no previous group items, PLEXTALK will go to the beginning and say "Beginning of title".
- Use the Right key to move forwards to the next group item in the title. PLEXTALK will move forwards to the next group item and playback will start automatically. If there are no next group items, PLEXTALK will move to the end and say "End of title".

Note: If there are no group markers in the title, the "Group" option will not be listed on the Navigation Menu.

11.5. Phrase navigation.

Reminder: Phrases are a DAISY navigation feature which are automatically created when the recording is made. A phrase is the piece of audio between one moment of silence and the next.

- To jump back one phrase, press the Up or Down key to select the "phrase" option on the Navigation Menu and then press the Left key once. PLEXTALK will move backwards to the start of the previous phrase and playback will start automatically. If there is no previous phrase, PLEXTALK will go to the beginning and say "Beginning of title".
- To jump forwards one phrase, press the Up or Down key to select the "Phrase" option on the Navigation Menu and then press the Right key once. PLEXTALK will jump forwards to the start of the next phrase and playback will start automatically. If there is no next phrase, PLEXTALK will go to the end and say "End of title".

Note: Phrase jumping only works when listening to a DAISY title.
Note: Sometimes, depending on how long you let the phrase play, you may need to press the Back key twice quickly to move to the

previous phrase, otherwise PLEXTALK may only jump back to the start of the current phrase.

11.6. Selecting a playback mode.

You can select from 2 playback modes when using a DAISY title. The available options are as follows:

- Standard playback - this option is the factory default setting. It plays through the title and stops when finished. PLEXTALK will say "End of title". Pressing the Play/Stop key at this stage will start playback from the beginning again.
- Repeat title - the current title will repeat continuously until playback is stopped.

In order to select a playback mode, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Left or Right key to go to the "Playback Settings" option and select it by pressing the Enter key. The currently selected playing mode will be spoken.
- Use the Left or Right key to go to your preferred playing mode and select it by pressing the Enter key.
- Your selection will be made and the menu system will be exited automatically.

Note: When you select a playback mode, it will remain the default playback mode until you change it again, even if the unit is turned off and back on.

12. Playing Audio Files or Music CDs.

This chapter covers features that are specific to playing Audio Files or Music CDs. There is a lot of similarity between these commands and the equivalent ones for DAISY titles, so you should find them simple to learn. Before continuing with this chapter, ensure that you have

inserted an SD card or a USB media which contains Audio Files in the correct audio format, or a Music CD into a USB external CD/DVD drive, so you can try out the features as you progress.

Reminder: In this guide, the term "Audio Files" refers to files that have been created using a PC or IC recorder. As previously mentioned, PLEXTALK is capable of recognising and playing audio files which are in any of the following file formats: Wave, MP3 or AMR-WB+.

CAUTION: PLEXTALK is only compatible with SD or SDHC cards. Using other types of memory cards, such as Memory Stick or MMC, will cause a malfunction and should not be used.
CAUTION: PLEXTALK may not be able to play a Music CD that is not compliant with the CD digital audio (CD-DA) standard. Some copy-protected Music CDs are not compliant with CD-DA, and this can affect their playing, even on a CD-ROM-based player such as PLEXTALK.
Note: PLEXTALK cannot be used to record or edit Audio Files on either SD cards or USB media.

12.1. About audio files.

This section gives you some more technical information about the types of audio files that can be used with your PLEXTALK. The file types are as follows:

- MP3 Files - MP3 (short for MPEG1/2 Audio Layer 3) is a standard for the compression of audio data. It allows compression ratios of 1/10 or even 1/12, with Music CD quality. PLEXTALK supports the following bit rates: MPEG1 Layer 3 from 32kbps to 320kbps and MPEG2 Layer 3 from 8kbps to 160kbps. It also supports VBR (Variable Bit Rate).

Note: For VBR, the reporting of the elapsed time and remaining time is not accurate and should be viewed as an estimate only.
Note: PLEXTALK does not support MPEG2.5 Audio Layer 3 file format.

- WAVE Files - The Wave format is Microsoft's standard audio file format. PLEXTALK supports Wave files in PCM(Pulse Code Modulation) format only.

- AMR-WB+ - This is a standard for compression of audio data. PLEXTALK supports all bit rates for this audio standard.

Note: Please visit the web site, http://www.voiceage.com/ for further details about this format.

12.2. About playing sequences.

This section gives you information about the playing sequence used for playing files and folders.

- Playback of files - PLEXTALK will playback the files in the order of their file names. In this case, numbers take precedence over alphabetical characters. For example, if one file is called "123ABC" and a second file is called "ABC", the file "123ABC" will play before the file called "ABC".

- Playback of folders - If more than one folder exists on the SD card or USB media, the audio files will be played in the order of the folder names.

Example:
At the Root level there is Folder 1, Folder 4, and File A.
Under Folder 1 there is Folder 2, Folder 3, and File B.
Under Folder 2 there is File E and File F.
Under Folder 3 there is File G and File H.
Under Folder 4 there is File C and File D.
In the above example, the playing sequence would be: A, B, E, F, G, H, C. D.

12.3. Restrictions on Audio Files.

When creating an Audio File SD card or USB media, for use in your PLEXTALK, you should bear in mind the following restrictions:

Restrictions on numbers of files and folders:

- The maximum number of files that can be stored in a folder is 1024. Files in excess of 1024 are not recognized.
- The maximum number of folders is 1024, including a root folder. Folders in excess of 1024 are not recognized.
- PLEXTALK treats file folders as albums and recognizes up to 8 hierarchies including root.
- If a folder contains a DAISY book, PLEXTALK does not search the contents under the folder.

Note: When there are a large number of folders, PLEXTALK may take longer to read the SD card or USB information.

12.4. Getting file and album information.

When using an SD card or USB media, to get information about the current file and album, whether PLEXTALK is playing or not, do the following:

- Press the Number 5 key once.
- A range of information will be spoken. See below for details.
- If you do not wish to listen to all the information, and wish to step through individual items more quickly, you can do this by repeatedly pressing the Number 5 key.
- If you have heard what you want to hear, you can stop the spoken information by pressing the Enter key.

In an Audio File, you will hear the following items:

- Power information - power source, battery level.
- Time information - elapsed time, remaining time and total time.
- Track information.
- Album information.

- Bookmark information.
- Title information.
- Playback mode - repeat or normal.

12.5. Track navigation.

Navigating to tracks is very similar to heading or page navigation. You can either go to tracks direct or you can move through the available tracks one at a time. Tracks are numbered sequentially from the start of the album.

To go direct to a specified track, do the following:

- Press the GoTo key once. The guide speech will say "Go to track".
- Using the Number Pad, type in the number of the track you wish to go to.
- Press the Enter key to confirm or the Cancel key to clear your entry.
- When you have entered a valid track number and pressed the Enter key, PLEXTALK will switch to the track you selected and playback will start automatically. If you have entered an invalid track number, the guide speech will speak an error message.

To navigate tracks sequentially, do the following:

- Use the Up or Down key to go to the "Track" option on the Navigation Menu.
- Press the Left key to move backwards to the previous track. PLEXTALK will move back to the previous track and playback will start automatically. If there is no previous track, PLEXTALK will go to the beginning and say "Beginning of album".
- Press the Right key to move forwards to the next track. PLEXTALK will move forwards to the next track and playback will start automatically. If there is no next track, PLEXTALK will go to the end and say "End of album".

Note: When moving back a track at a time, if you allow the track to play for more than 3 seconds, the next time you move back a track, you will move to the start of the current track. If you move back a second time within 3 seconds, you will move to the previous track.
Note: The navigation behaviour described above will vary depending on the number of albums and the currently selected playing mode. For example, in Standard mode, if you have more than one album, when you reach the last track in the current album and you are jumping forward by track, PLEXTALK will then jump to the first track in the next album rather than saying "End of album".

12.6. Album navigation.

Navigating to albums is very similar to track navigation. You can either go to albums direct or you can move through the available albums one at a time.

To go direct to a specified album, do the following:

- Press the GoTo key twice. The guide speech will say "Go to album".
- Using the Number Pad, type in the number of the album you wish to go to.
- Press the Enter key to confirm or the Cancel key to clear your entry.
- When you have entered a valid album number and pressed the Enter key, PLEXTALK will switch to the album you selected and playback will start automatically. If you have entered an invalid album number, the guide speech will speak an error message.

To navigate albums sequentially, do the following:

- Press the Up or Down key and select “Album” from the Navigation Menu.

- Press the Left key to move backwards to the previous album. PLEXTALK will move back to the previous album, announce the album number and then start playback automatically.
- Press the Right key to move forwards to the next album. PLEXTALK will move forwards to the next album, announce the album number and start playback automatically.

12.7. Selecting a playback mode.

As for a DAISY title, when playing Audio Files, you can select a number of different playback modes. The available options are as follows:

- Standard play - this option is the factory default setting. It plays through the current album and stops when finished. PLEXTALK will say "End of album". Pressing the Play/Stop key at this stage will start playback from the beginning of the album again.
- Repeat track - the current track will repeat continuously until playback is stopped.
- Repeat album - the current album will repeat continuously until playback is stopped.
- Repeat entire albums - all albums will be repeated sequentially until playback is stopped.
- Shuffle repeat - the files in all the album will be continuously played in random order until playback is stopped.

In order to select a playback mode, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Left or Right key to go to the "Playback Setting" option and select it by pressing the Enter key. The currently selected playing mode will be spoken.
- Use the Left or Right key to go to your preferred playing mode and select it by pressing the Enter key.
- Your selection will be made and the menu system will be exited automatically.

Note: When you select a playback mode, it will remain the default playback mode for Audio Files until you change it again, even if the unit is turned off and back on.

13. Playing Text Files.

Reminder: In the context of this guide, Text Files can either be plain text or HTML files. No pre-recorded audio is associated with Text Files so PLEXTALK will automatically use the built in text to speech engine when accessing these files.

Whilst many of the details of playing a Text File with PLEXTALK are very similar to playing a DAISY title, this chapter highlights a number of important differences.

13.1. Getting text file information.

When using an SD card or USB media, to get information about the current Text File, whether PLEXTALK is playing or not, do the following:

- Press the Number 5 key once.
- A range of information will be spoken. See below for details.
- If you do not wish to listen to all the information, and wish to step through individual items more quickly, you can do this by repeatedly pressing the Number 5 key.
- If you have heard what you want to hear, you can stop the spoken information by pressing the Enter key.

When using a Text File, you will hear the following items:

- Power information - power source, battery level.
- Current position - expressed as a percentage.
- Bookmark information.
- Title information.

- Time stamp - date and time when the file was created.
- Playback mode - repeat or normal.

13.2. Differences between plain text and HTML files.

Although this guide refers to both plain text files and HTML files as Text Files, you should note the following difference between these two types of file as it affects the navigation options you have.

Plain text files will only have the structure that is contained in its paragraphs, sentences, words and characters. There will be no additional structure such as headings. HTML files will have paragraphs, sentences, words and characters navigation but might also have heading level information if this has been coded into the original HTML document. If the HTML file has headings, you will be able to use these to enhance your navigation in these files.

Note: If the HTML file contains headings at multiple levels, you will only be offered a single level for heading navigation. In other words, all headings in an HTML file will be treated as Level 1 headings.

13.3. Navigating by percentage.

Text Files do not allow you to navigate directly to headings, pages or groups, like DAISY book. Consequently these options are not available to you when you press the GoTo key. However, PLEXTALK does allow you to navigate by a percentage of the file that has been played.

To navigate by percentage, do the following:

- Press the GoTo key once.
- Type in a percentage between 0% and 100% and press the Enter key.
- PLEXTALK will move the playback position to that position in the Text File.

- If you accidentally enter a number larger than 100%, PLEXTALK will take you to the end of the Text File.

13.4. Navigating by paragraph, sentence, word or character.

As mentioned above, a Text File will always give you the four navigation options "Paragraph", "Sentence", "Word" and "Character". These options will automatically appear on the Navigation Menu when you access this type of file.

To navigate by any of these options, the process is identical as follows:

- Use the Up or Down keys to select your preferred navigation method i.e. paragraph, sentence, word or character.
- Use the Left key to jump back in the file by the selected amount. If you reach the start of the file, PLEXTALK will say "Beginning of title".
- Use the Right key to jump forward in the file by the selected amount. If you reach the end of the file, PLEXTALK will say "End of title".

13.5. Navigating by level (HTML files only).

For HTML files that have been coded with headings, you will be given an additional navigation option on the Navigation Menu. This will be called "Level". This differs from navigating in a DAISY title because all headings, regardless of their level, will be accessed through one entry on the Navigation Menu. For example, if an HTML file contains Level 1, Level 2 and Level 3 headings, there will only be a single option on the Navigation Menu called "Level". You will not be able to navigate by a specific level.

To navigate by level, do the following:

- Use the Up or Down keys to select the "Level" option on the Navigation Menu.

- Use the Left key to jump back in the file to the previous heading. If you reach the start of the file, PLEXTALK will say "Beginning of title".
- Use the Right key to jump forward in the file to the next heading. If you reach the end of the file, PLEXTALK will say "End of title".

13.6. Selecting a playback mode.

As for DAISY titles and Audio Files, when playing Text Files, you can select a preferred playback mode. The available options are as follows:

- Standard play - this option is the factory default setting. It plays through the title and stops when finished. PLEXTALK will say "End of title". Pressing the Play/Stop key at this stage will start playback from the beginning again.
- Repeat title - the current title will repeat continuously until playback is stopped.

In order to select a playback mode, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Left or Right key to go to the "Playback Settings" option and select it by pressing the Enter key. The currently selected playing mode will be spoken.
- Use the Left or Right key to go to your preferred playing mode and select it by pressing the Enter key.
- Your selection will be made and the menu system will be exited automatically.

Note: When you select a playback mode, it will remain the default playback mode until you change it again, even if the unit is turned off and back on.

14. General information about recording.

PLEXTALK enables you to record live during lectures or conferences, and from other media such as cassette tapes, CDs, television or radio. This chapter gives you general information about recording hardware, media, practical recording tips, recording modes and sound qualities. Features that relate to recording and editing a DAISY title on your PLEXTALK, are described in the following chapter.

Before recording, assemble the recording hardware you will need and decide which input source you will use. With PLEXTALK you can choose from the Built in Microphone or the combined External Microphone and Line Input socket.

14.1. Recording hardware.

Your PLEXTALK is supplied with the basic accessories that you require to make an initial voice recording. You may, however, wish to consider purchasing additional accessories to enhance the quality of your recordings and to enable you to record from external sources such as tape recorders, CD players, radios and other similar devices.

The basic items that you require, or may wish to consider purchasing, are as follows:

- SD card - A 2GB SD card is supplied as an accessory. You can record to and edit information on an SD card. You can also backup USB contents to an SD card.

Note: The specification of the supplied card may differ from that specified in the guide.

- External Microphone (Optional) - Dynamic microphones and plug-in, power stereo microphones can be used. Select any suitable microphone that uses a 3.5 millimetre diameter mini jack plug.

CAUTION: When a condenser microphone is used, it must be plug-in power compatible and must be used correctly, otherwise, it may be damaged. Please read the microphone manual carefully before use.

- Audio cable (Optional) - Assuming that other devices have a suitable connection, you can use an audio cable with 3.5 millimetre diameter stereo mini jack plugs to record direct from a cassette player, CD player, radio or other similar device. Whilst you can record from the sound produced from the speakers of these devices, the audio quality will be poor and will be liable to pick up background noise from other sources. Using an audio cable of this sort greatly reduces the possible interference.

- Headphones - A set of stereo headphones with 3.5 millimetre diameter stereo mini jack plug is included. By using stereo headphones, Audio Files and recorded materials can be listened to in stereo using your PLEXTALK. In addition, during recording, you may find it useful to use headphones for monitoring the input level.

14.2. Recording media.

Using PLEXTALK, you can only record to an SD card or to the internal memory. The internal memory is used when recording a Voice Memo or a Voice Bookmark. This section highlights a number of issues that you should be aware of before recording to an SD card.

- With PLEXTALK, you can use an SD card to record and edit DAISY titles and you can erase and rerecord as many times as you want.
- PLEXTALK will work with SD cards with a range of capacities up to a maximum of 32GB. Before purchasing an additional SD card for use with PLEXTALK, you should ensure that it is compatible. Contact your PLEXTALK dealer for advice.
- You can erase an SD card either in PLEXTALK itself or in a PC if you have a suitable card reader.

CAUTION: Whenever you erase an SD card using a PC, make sure you select "FAT-16" or “FAT-32”.
Note: PLEXTALK is only able to record to an SD card and cannot record directly to any USB media.

14.3. General recording tips.

The quality of your recording will be affected by many factors. This section gives you some general tips about how to get the best recordings with your PLEXTALK. You should observe the following points where possible:

- When making a voice recording, try to choose a location where there is minimal background noise.
- When reading from printed materials, pause the recording when you turn pages.
- Try to avoid extraneous noises like doors shutting, sipping drinks, trains and planes passing and so on.
- Try to choose a recording environment where there are not too many hard surfaces as these can create echoes in your recording. Draping material on table tops and walls can help. Closing curtains is also useful.
- If using the built in microphone, do not handle PLEXTALK because your hand movements may be detected in the recording.
- If using an external microphone, try not to handle the microphone more than necessary, because your hand movements will be detected. Use a microphone stand or try resting the microphone on a soft surface such as a cloth or cushion.
- When using an external microphone, try to keep the microphone away from PLEXTALK to avoid feedback from the speaker.
- Don't speak too close to the microphone as this can cause distortion.
- Where possible, make a test recording and check that the results are as you want them.

14.4. About recording modes and sound quality.

When recording, PLEXTALK gives you the ability to select from 6 recording modes. The 6 modes are as follows:

- Default - for making general recordings and voice recordings where there is relatively low background noise.
- Conference - for recording environments, such as conferences, lectures and classrooms, where the background noise is expected to be high.
- Audio - for recording from audio devices such as CD players.
- Analogue cassette - for recording from analogue cassettes.
- Radio - for recording from radio broadcasts.
- Custom - if none of the above options gives you the kind of recording that you want, this recording mode allows you to set all the parameters manually.

These modes have been designed to enable you to quickly set up PLEXTALK for a variety of types of recording. However, if the settings in the preset options are not adequate for your recording needs, you are able to use the "Custom" mode to adjust the settings yourself.

In addition PLEXTALK allows you to choose from a number of sound quality settings for each recording mode. By choosing a high quality setting, you reduce the available recording time on the SD card. By choosing a low sound quality, you can maximise the available recording time but the audio quality will not be so good.

The available sound quality settings are as follows:

- PCM 44.1kHz stereo
- PCM 22.05kHz mono
- MP3 256kbps 44.1kHz stereo
- MP3 128kbps 44.1kHz stereo
- MP3 64kbps 44.1kHz mono

- MP3 32kbps 22.05kHz mono

14.5. Technical data about recording modes and sound qualities.

This section gives you further information about the available recording modes and sound quality settings. It details the parameters that are used with each of the recording modes and lists the available recording times for each of the sound quality settings.

14.5.1. Recording mode settings.

Each recording mode has predetermined settings for the following 4 parameters:

- Auto section setting - PLEXTALK can be set to automatically create a new section, in a DAISY recording, after a specified amount of time with no audio input, for example 2 seconds. Use the setting "No setting" to create a continuous recording with no new sections.
- Time to auto stop recording when no sound - This is the amount of time that PLEXTALK will continue to record with no audio input. After this time, recording stops automatically.
- Trigger of starting recording - Recording can be set to start either when you press the Record Key or when input audio is detected.
- Background noise level of input sound - If you are recording in a low noise environment, such as a studio, use the "low" setting. If your recording environment is noisy, such as a conference or lecture, use the "High" setting.

14.5.2. Settings for preset recording modes.

The preset parameters for the 5 recording modes are as follows:

Default mode:

- Auto section setting: No setting
- Time to auto stop recording when no sound: No setting
- Trigger of starting recording: When press Record key
- Background noise level of input sound: Normal (-28dB)

Conference mode:

- Auto section setting: No setting
- Time to auto stop recording when no sound: No setting
- Trigger of starting recording: When press Record key
- Background noise level of input sound: High (-20 dB)

Audio mode:

- Auto section setting: 2 seconds
- Time to auto stop recording when no sound: 1 minute
- Trigger of starting recording: When press Record key
- Background noise level of input sound: Low (-40 dB)

Analogue Cassette mode:

- Auto section setting: 4 seconds
- Time to auto stop recording when no sound: 1 minute
- Trigger of starting recording: When detect the sound
- Background noise level of input sound: Normal (-28 dB)

Radio mode:

- Auto section setting: No setting
- Time to auto stop recording when no sound: 1 minute
- Trigger of starting recording: When detect the sound
- Background noise level of input sound: Normal (-28 dB)

14.5.3. Available settings for Custom mode.

In Custom mode you can set each parameter to the settings listed below:

- Auto section setting can be set to: "Off", "1 second", "2 seconds", "3 seconds", "4 seconds" or "5 seconds".

- Time to auto stop recording when no sound can be set to: "Off", "30 seconds", "1 minute", "2 minutes", "3 minutes", "4 minutes" or "5 minutes".

- Trigger of starting recording can be set to either "When record key is pressed" or "When sound is detected".

- Background noise level of input sound can be set to: "Normal (-28 dB)", "Low (-40 dB)" or "High (-20 dB)".

Note: The settings for the Default, Conference, Audio, Analogue cassette and Radio modes cannot be changed. The settings for the Custom mode can be changed to suit your requirements.
Note: When recording with the built in microphone, the "Background noise" setting will automatically be set to "High".

14.5.4. Available recording time for the specified sound qualities.

The available recording time will depend on the sound quality setting you select. The higher the sound quality, the less recording time. Below are listed the approximate recording times you can expect to get with 4 media types.

PCM 44.1kHz stereo:
- SD card, 1GB: 90 minutes
- SD card, 2GB: 3 hours
- SD card, 4GB: 6 hours
- SD card, 8GB: 12 hours

PCM 22.05kHz mono:
- SD card, 1GB: 6 hours
- SD card, 2GB: 12 hours
- SD card, 4GB: 24 hours
- SD card, 8GB: 48 hours

MP3 256 k stereo:

- SD card, 1GB: 7.5 hours
- SD card, 2GB: 15 hours
- SD card, 4GB: 30 hours
- SD card, 8GB: 60 hours

MP3 128 k stereo:

- SD card, 1GB: 15 hours
- SD card, 2GB: 30 hours
- SD card, 4GB: 60 hours
- SD card, 8GB: 120 hours

MP3 64 k mono:

- SD card, 1GB: 30 hours
- SD card, 2GB: 60 hours
- SD card, 4GB: 120 hours
- SD card, 8GB: 240 hours

MP3 32 k mono:

- SD card, 1GB: 60 hours
- SD card, 2GB: 120 hours
- SD card, 4GB: 240 hours
- SD card, 8GB: 480 hours

Note: The above recording times are approximations and may vary depending on the number of headings and other structure in the recording.

15. Recording and editing a DAISY title.

In the previous chapter, you learned about general issues related to recording with PLEXTALK. This chapter takes a closer look at how you create a recording, edit the recording and prepare the title for use in other devices. If you have not already read Chapter 14, it is recommended that you do so before continuing.

15.1. Basic information about recording with PLEXTALK.

Before you start recording with PLEXTALK, you should be clear about several important points as detailed below.

- PLEXTALK is only able to record to an SD card or to its internal memory. The internal memory is only used for recording Voice Memos or Voice Bookmarks.
- PLEXTALK cannot record directly onto any USB media.
- When recording to an SD card or to the internal memory, PLEXTALK will always record in the DAISY format.
- It is only possible to insert and remove headings when recording onto an SD card. You cannot use headings in the Voice Memo function.
- When recording onto an SD card, each time you start recording, a new section is automatically created at the end of the current DAISY title. You do not require to move the playback location to the end of the title before starting your recording.

15.2. Recording states.

In terms of recording, PLEXTALK has 3 main states. These are "Recording stand by", "Recording pause" and "Recording".

- In recording stand by, you can adjust the recording level and select a recording mode and sound quality setting. No recording is taking place at this time. The Power LED will turn orange and will flash on and off constantly.

- In recording pause, you can adjust the recording level but cannot alter the recording mode or sound quality settings. Again, no recording is taking place at this time. The Power LED will turn orange and will flash on and off constantly.

- During recording, audio input is being recorded to the SD card. You can adjust the recording level but cannot adjust the

recording mode or sound quality setting. The Power LED will be orange and will be on constantly.

15.3. Inserting a blank SD card.

In order that you can try out the features in this chapter, you will need to insert an SD card into PLEXTALK. If you want to be able to erase your test recordings when you have finished, it is suggested that you use the SD card that was supplied with PLEXTALK as it should be blank when you receive it. This way you don't risk accidentally losing data from other SD cards.

Earlier in the guide, you were shown how to insert and eject SD cards in general terms. This section details how PLEXTALK behaves when a blank SD card is inserted ready for recording.

Assuming that no SD card is in PLEXTALK, and there is no external source connected to the microphone or line in sockets, PLEXTALK will behave in the following way:

- PLEXTALK will say "No content on the SD card. Title is not selected. Please select another title".
- At this point you are ready to record to the SD card using the built in microphone.
- Alternatively, you can switch to the USB media or Voice Memo feature by pressing the Title key.

15.4. Basic recording technique.

Before looking at individual features in more detail, it is probably useful to get an overview of the recording process when creating a DAISY title on an SD card. This section outlines the normal steps used in the recording process.

The basic steps for recording with PLEXTALK are as follows:

- Insert the SD card you wish to record onto, ensuring that it is unlocked.
- Connect the appropriate hardware and select the input source you wish to use.
- Select the recording mode and sound quality (this can be done before or after going into recording stand by).
- Press the Record key once to go into recording stand by.
- Select a title you wish to record into.
- Set the recording level either manually or using the Auto Gain Control (AGC).
- Press the Record key again to start recording.
- Press the Record key again to pause recording at any time.
- Press the Record key to start recording again.
- Press the Play/Stop key to stop recording.

Note: You can pause recording as often as you need to. Every second time you press the Record key, PLEXTALK will pause recording. Every other time you press the Record key, PLEXTALK will start recording again.
Note: When you start a new recording, a new section will be created automatically in the selected title. The audio will be appended to the end of any existing audio and you do not need to navigate to the end before recording.

15.5. Muting the guide speech when recording.

For best quality recordings, it is recommended that you mute the internal guide speech when you are recording through the built in microphone or through an external microphone. This is to avoid the guide speech being heard in your final recording. You can mute the guide speech in the following 3 ways:

- Turn down the guide volume to zero - this option works well for those that can see the recording status light but is more difficult for blind users who require the guide speech to confirm whether PLEXTALK is recording or paused.

- Plug in headphones - all output from PLEXTALK is heard through the headphones and no guide speech is recorded. This method works well for all users but means having additional hardware connected.
- Turn off the guide speech during recording - PLEXTALK provides you with the ability to automatically turn off guide speech when you start recording. When you are recording, no guide speech is heard but guide speech returns automatically when you pause or stop recording.

Guide speech during recording can be turned off or on as follows:

- Press the Menu key once to access the Main Menu.
- Use the Left or Right key to go to the "Recording settings" option and select it by pressing the Enter key.
- Use the Left or Right key to go to the "Turn guidance on or off when recording" option and select it by pressing the Enter key.
- Use the Left or Right key to select "Guidance on" or "Guidance off" and press the Enter key to confirm your selection. The menu system will be exited automatically.

Note: The selection you make will remain the default setting until you change it again. The factory default is "Guidance on".

15.6. Connecting and selecting an input source.

Reminder: The headphone and combined external microphone and line in sockets are located on the top edge of the unit. The socket in the centre of the top edge is the headphone socket and the socket on the left is for either an external microphone or a line in feed.

PLEXTALK will default to using the built in microphone if no other source is connected, therefore, to use this microphone, you do not need to take any specific action other than to ensure that nothing is connected to the external microphone and line in socket.

When making live recordings of voices, conferences, lectures, presentations and concerts, you may find that you get better quality

by connecting an external microphone. To record from devices such as tape recorders, Music CD players and radios, you should connect to PLEXTALK through the external microphone and line in socket, using a suitable audio cable.

To connect either an external microphone or an audio cable, do the following:

- Insert the microphone or audio cable jack plug into the combined external microphone and line in socket.
- PLEXTALK will confirm that it is connected by saying "Microphone mode" or "Line in mode". This also indicates that PLEXTALK has set this input as the default for recording.
- If PLEXTALK says "Microphone mode", this indicates that the "Switch external audio input jack" setting is set for a microphone.
- If PLEXTALK says "Line in mode", this indicates that the setting is set for a line in input.
- If you have connected a microphone and PLEXTALK says "Line in mode", or if you have connected an audio cable and PLEXTALK says "Microphone mode", you need now to change the setting in the menu. See later in this section for details on how to do this.

Note: At this stage, PLEXTALK does not know if you have connected a microphone or an audio cable. The speech that you hear only indicates what the "Switch external audio input jack" setting is currently set to.

To change the external input source setting, do the following:

- Press the Menu key to access the Main Menu.
- Use the Left or Right key to go to the "Recording settings" option and select it by pressing the Enter key.
- Use the Left or Right key to go to the "Select external audio input jack" option and select it by pressing the Enter key.
- Use the Left or Right key to select either "Microphone mode" or "Line in mode" and press the Enter key to confirm your selection. The menu system will be exited automatically.

CAUTION: When you connect from the line output of a CD player to PLEXTALK's Line Input socket, the recorded sound may sometimes be distorted, even if you adjust the recording level. If this happens, you should connect from the CD player's headphone socket to PLEXTALK's Line Input socket and then adjust the CD player's headphone output volume for recording.

15.7. Selecting a recording mode and sound quality setting.

For DAISY recordings, the processes of selecting a recording mode and a sound quality are part of the same procedure. There are 2 ways to do this. You can either select a recording mode and sound quality setting before or after going into recording stand by. Both methods are explained below, though they are very similar in detail.

15.7.1. Selecting a preset recording mode.

To choose a recording mode and sound quality setting before going into recording stand by, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Left or Right key to go to the "Recording settings" option and select it by pressing the Enter key.
- Use the Left or Right key to go to the "Select recording mode" option and select it by pressing the Enter key.
- Use the Left or Right key to go to the mode you want and select it by pressing the Enter key.
- PLEXTALK will then offer you a chance to select a sound quality setting.
- Use the Left or Right key to move through the available options and select the one you want by pressing the Enter key. PLEXTALK will confirm that your selection has been set.

To choose a recording mode and a sound quality setting after going into recording stand by, do the following:

- Press the Record key once and PLEXTALK will go into recording stand by.
- Press the Menu key once to access the Main Menu.
- Use the Left or Right key to go to the "Select recording mode" option and select it by pressing the Enter key.
- Use the Left or Right key to go to the mode you want and select it by pressing the Enter key.
- PLEXTALK will then offer you a chance to select a sound quality setting.
- Use the Left or Right key to move through the available options and select the one you want by pressing the Enter key. PLEXTALK will confirm that your selection has been set.
- You will be returned to recording stand by when you have made your selection.

Note: In both the situations above, the option you select will remain the default setting until you change it in the future.

15.7.2. Selecting the Custom recording mode.

When you select the Custom recording mode, you have to specify what settings you want for each of the 5 recording parameters. With the preset recording modes, this is not necessary.

To set the Custom recording mode, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Left or Right key to go to the Recording settings" option and select it by pressing the Enter key (As above, this is not necessary if you started this process from recording stand by).
- Use the Left or Right key to go to the "Select recording mode" option and select it by pressing the Enter key.
- Use the Left or Right key to go to the "Custom" option and select it by pressing the Enter key.

- PLEXTALK will then offer you a chance to select a sound quality setting.
- Use the Left or Right key to move through the available options and select the one you want by pressing the Enter key.
- You will now be given the chance to choose your preferred setting for each of the remaining 4 recording parameters in turn.
- PLEXTALK will speak the name of the parameter.
- Use the Left or Right key to go to the option you want and select it by pressing the Enter key.
- PLEXTALK will then speak the name of the next parameter.
- Repeat this process until you have selected a setting for the " Background noise level of input sound " parameter.
- When you have made this last selection, PLEXTALK will confirm that the settings have been set. It will then exit the menu system and return you to the status you started the process from.

Note: As for the preset recording modes, selecting the Custom recording mode can be carried out either before or after going into recording stand by.
Note: The Custom mode will remain the default recording mode until you change it again.

15.8. Selecting the title to record into.

Before recording starts, you need to ensure that your new recording will go into the correct DAISY title. This section details how you can select to record into an existing title or into a new title.

To record into an existing DAISY title, do the following:

- Navigate to an existing DAISY title on the SD card, as shown earlier, and stop playback.
- Press the Record key to go into recording standby. Alternatively, you can select which title you wish to record into by using the Left and Right keys whilst in recording standby.

- Set the correct recording levels and press the Record key a second time to start recording.
- All new audio recorded will be appended to the end of the current title, regardless of where you were in the recording when you started this process.

Note: A new section will be created at the end of the current title.

To record into a new title, you can either create a new title first and then record into it or you can create a new title during the recording process. Creating a new title using the menu system is detailed in Section 15.16. This section details how to create a new title during the recording process.

Create a new DAISY title during recording as follows:

- Press the Record key to go into recording standby.
- Set the necessary recording levels as shown earlier.
- Whilst in recording standby, use the Left and Right keys to select which title you wish to record into. As you move right you will find that PLEXTALK generates a title called "New title".
- Highlight the "New title" item and press the Record key.
- PLEXTALK will start recording into the new title.
- Continue recording in the normal way and press Play/Stop to finish.

15.9. Setting the recording level.

When making any recording, it is important to ensure that the recording level is set correctly. If the level is too low, the volume of the finished recording will be too low. If the recording level is too high, the end recording quality is likely to be distorted.

PLEXTALK gives you 2 methods of adjusting the recording level. It has an automatic gain control (AGC) facility which can be used with the built in microphone, an external microphone or with a line in source. Alternatively, the recording level can be adjusted manually.

Manual adjustment of the recording level can be used with the internal microphone, the external microphone and the line in source.

You can switch between AGC and manual recording level setting as follows:

- Press the Menu key to access the Main Menu
- Use the Left or Right key to go to the "Recording settings" option and select it by pressing the Enter key.
- Use the Left or Right key to go to the "Auto Gain Control" option and select it by pressing the Enter key.
- Use the Left or Right key to select "Auto gain control off" or "Auto gain control on" and press the Enter key to confirm your selection. The menu system will be exited automatically.

Note: If you have turned on the Auto Gain Control, in recording standby, you will hear PLEXTALK say "Auto" repeatedly to indicate that the level will be set automatically.

You can manually adjust the recording level as follows:

- Set the automatic gain control to "Off", using the method detailed above. This means that you have enabled manual setting of the recording level. The recording level can be set in the range 0 to 20 in increments of 1.
- Press the Record key once to go into recording stand by.
- Press the Up key. Each time you press the key, the recording level will increase by one step.
- Press the Down key. Each time you press the key, the recording level will decrease by one step.
- Each time you adjust the recording level, a beep will be heard. A higher pitched beep will be heard when you reach the top or the bottom setting and a lower pitched beep will be heard when you reach the middle setting of 10.
- For larger adjustments of the recording level, you can press and hold down the key. PLEXTALK will continue to increase or decrease the level until you release the key or the maximum or minimum setting is reached.

- As you make the adjustments, PLEXTALK will announce the new recording level and will say either "Low", "Good" or "High" to indicate that the recording level is too low, about right or too high. You should aim to get PLEXTALK to say "Good" more often than "Low" or "High".

CAUTION: When you record audio material with the auto gain control ON, you may not get the recording quality you want. In this situation, redo your recording with the auto gain control off and adjust the recording level manually.
CAUTION: When you connect from the line output of a CD player to PLEXTALK's headphone and line in socket, the recorded sound may sometimes be distorted, even if you adjust the recording level. If this happens, you should connect from the CD player's headphone socket to PLEXTALK's headphone and line in socket and then adjust the CD player's headphone output volume for recording.
Note: In addition to the method above, for certain types of recording, like recording human speech, you may be able to get a good recording level by adjusting the position of the person relative to the microphone or by speaking more loudly or more quietly.
Note: If the level monitor is off, you will not hear the "Low", "Good" or "High" announcements.

15.10. Using the level monitor.

The level monitor allows you to get audio feedback about whether the recording level is low, good or high or if it will be set automatically using the Auto Gain Control feature. PLEXTALK's default setting is for the level monitor to be on when you enter recording standby. The level monitor will be automatically muted when you subsequently start recording.

At times, you may wish to check your recording level. PLEXTALK allows you to do this as detailed below.

To turn the level monitor on or off at any time during recording standby, recording pause or during recording, do the following:

- Press the Title key once.
- PLEXTALK will either say "Level monitor on" or "Level monitor off".
- Each press of the Title key will toggle between these two settings.
- When the level monitor is on, you can use the Up or Down key to increase or decrease the recording level to suit.
- When you are happy with the new recording level, press the Title key to turn off the level monitor.

Note: If the guidance during recording is turned off, PLEXTALK will not announce your key presses during recording. If you require this facility, you are advised to use headphones and turn on the guidance to avoid the level monitor being picked up in the recording.
Note: The level monitor is PLEXTALK's way of indicating if the recording level is low, good or high or if it is being set automatically. It is not used for actually setting the recording level.

15.11. Turning the recording monitor on and off.

PLEXTALK enables you to monitor any recording as it is being made, so you can gauge how the recording will sound in the end. This section details how to turn on and off the recording monitor.

You can turn the recording monitor on or off in recording stand by, recording pause or during recording. This is done as follows:

- Connect a set of stereo headphones to the headphone socket on the top edge of PLEXTALK. (See the note below)
- Press the Bookmark key once to turn the recording monitor off.
- Press the Bookmark key again to turn the recording monitor on.
- As you switch the recording monitor on or off, PLEXTALK will announce which setting is active.

Note: You will only be able to control the recording monitor when you are wearing headphones while recording with microphone. You do not require headphones when recording from a line in source.
Note: For all recordings, PLEXTALK will automatically turn on the recording monitor by default.

15.12. Getting recording information.

In any of the 3 recording states, you can get information about the current status of the recording as follows:

- In recording stand by, press the Number 5 key once. PLEXTALK will announce power information including the power source and battery status, remaining recording time, the title information, sound quality, input source and Auto Gain Control setting.

- In recording pause, press the Number 5 key once. PLEXTALK will say "Pause" followed by power information including the power source and battery status, the amount of recorded time in the current section, the available recording time left on the SD card, sound quality, input source and Auto Gain Control setting.

- During recording, press the Number 5 key once. PLEXTALK will say "Recording" followed by power information including the power source and battery status, the amount of recorded time in the current section, the available recording time left on the SD card.

Note: If voice guidance during recording is set to "Guidance off", you will not hear any of the above information during recording. You will still hear the information in the recording stand by and recording pause states.

15.13. Editing heading markers during recording.

Having already learned how to make a basic recording, you may now want to add some DAISY navigation features. PLEXTALK enables you to set and cancel heading information either during or after making the recording. Both methods work well and you will find that the method you use will depend on the type of recording you are making.

This section tells you how to set and cancel heading markers during the recording process.

Reminder: A heading is a marker that is inserted at the start of each section in the DAISY title. A section in a DAISY title is the piece of audio between one heading and the next.

Heading markers can be set either when recording is paused or during recording. Both methods are detailed below:

- To set a heading during recording, press the GoTo key once. PLEXTALK will say "Heading XX". The new heading will be set immediately.

- To set a heading when recording is paused, press the GoTo key once. PLEXTALK will say "Heading XX". The heading will be inserted when recording recommences.

- Whilst still in recording pause, you can cancel the heading by pressing the GoTo key a second time. PLEXTALK will say "Heading XX cancelled".

Note: In all the above items, "XX" is the number of the heading marker that has been set or cancelled. PLEXTALK will automatically number headings sequentially from the beginning of the title.

15.14. Editing heading markers after recording.

This section describes how to set and cancel heading markers after the recording has been made.

15.14.1. Setting a heading after recording.

To set a heading after completing the recording, do the following:

- Navigate through your recording to the approximate location where you wish to set the heading.
- During playback or when the playback is stopped, press the Menu key once to access the Main Menu.
- Use the Left or Right key to go to the “Edit" option and select it by pressing the Enter key
- Use the Left or Right key to go to the "Set heading" option and select it by pressing the Enter key.
- PLEXTALK will then tell you that you are about to set Heading XX and will ask you to set the position.
- You will then hear 3 seconds of audio played repeatedly from the location you are in the recording.
- Adjust the heading position by using your Left or Right key.
- Use these keys to move the heading position backwards or forwards by 0.1 second increments.
- When you are happy that the heading is positioned where you want it, press the Enter key to finish the process.
- PLEXTALK will confirm that the heading has been set.

Note: Headings in the recording will be renumbered automatically from the beginning.
Note: The heading marker will be set at the start of the 3 second audio clip.

15.14.2. Cancelling a heading setting after recording.

If you set a heading in the wrong place, or if a heading was created accidentally where you did not intend it to be, you can easily remove it.

To cancel a heading after completing the recording, do the following:

- Navigate to the location of the heading you wish to cancel.

- During playback or when the playback is stopped, press the Menu key once to access the Main Menu.
- Use the Left or Right key to go to the “Edit" option and select it by pressing the Enter key
- Use the Left or Right key to go to the "Cancel heading" option and select it by pressing the Enter key.
- PLEXTALK will then ask you to confirm the cancellation of the specified heading.
- If you wish to cancel this heading, press the Enter key.
- PLEXTALK will confirm that the heading has been cancelled.

Note: Remaining headings will be renumbered automatically from the beginning.

15.15. Erasing a section or multiple sections.

PLEXTALK enables you to erase one or more sections from a DAISY title. Do this as follows:

- Navigate to the title from which you want to erase one or more sections.
- Move back or forward in the title to the approximate position of the first section you wish to erase.
- Press the Menu key once to access the Main Menu.
- Use the Left or Right key to go to the "Edit" option and select it by pressing the Enter key.
- Use the Left or Right key to go to the "Erase section" option and select it by pressing the Enter key.
- PLEXTALK will now ask you to select the first section to be erased.
- Use the Left or Right key to move back or forward in the title until you hear the section and select it by pressing the Enter key.
- PLEXTALK will now ask you to select the last section that you want to erase.

- Use the Left or Right key to move back or forward in the title until you hear the section and select it by pressing the Enter key.
- Finally, PLEXTALK will ask you to confirm that you wish to proceed. Press Enter to confirm the action or Cancel to abort.
- If you choose to proceed, PLEXTALK will erase the sections and will say "Deleted" when complete.

Note: If you only wish to erase a single section, simply press Enter on the same section for both the start section and end section and proceed as for erasing multiple sections.
Note: You can only erase multiple sections that are contiguous. To erase multiple sections that are not contiguous, you need to erase each section individually.
Note: PLEXTALK will automatically reorder the heading numbering for the remaining sections in the title.

15.16. Creating a new title.

Multiple DAISY titles can be created on a single SD card. For example, you may wish to have the January issue of an audio magazine as the first title, the February edition as the second title and so on.

To create a new title on the SD card when not in recording standby, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Left or Right key to go to the "Media management" option and select it by pressing the Enter key.
- Use the Left or Right key to go to the "Create a new title" option and select it by pressing the Enter key.
- PLEXTALK will then ask you to confirm that you wish to proceed. Press the Enter key to confirm or the Cancel key to abort.
- If you press the Enter key, PLEXTALK will create a new title, which it will call "Unknown" until you subsequently record audio into it.

- Access this folder in the normal way.

15.17. Erasing a title.

PLEXTALK enables you to delete titles on an SD card or USB. When you erase a title, you delete the title and all the audio from that title.

To delete a title, do the following:

- Go to the title that you wish to delete.
- Press the Menu key once to access the Main Menu.
- Use the Left or Right key to go to the "Media management" option and select it by pressing the Enter key.
- Use the Left or Right key to go to the "Erase the selected title" option and select it by pressing the Enter key.
- PLEXTALK will then ask you to confirm that you wish to proceed. Press the Enter key to confirm or the Cancel key to abort.

15.18. Building a DAISY title.

The Build book process converts a DAISY title, recorded on the PLEXTALK, into a DAISY book that can be played on other DAISY hardware players and on a PC using DAISY playback software. If you do not use the Build book process on a title after making the recording, you will not be able to play it on any players other than PLEXTALK. This section shows you how to run the Build book process.

To perform the Build book process, do the following:

- Go to the title you wish to build.
- Press the Menu key once to access the Main Menu.
- Use the Left or Right key to go to the "Media Management" option and select it by pressing the Enter key.

- Use the Left or Right key to go to the "Build book" option and select it by pressing the Enter key.
- PLEXTALK will speak a message asking you if you wish to proceed.
- If you wish to continue, press the Enter key or press the Cancel key to abort the process.
- PLEXTALK will speak progress messages and will announce when it is complete.
- If you wish to cancel the process whilst it's running, press the Cancel key.

CAUTION: If the battery runs down during the Build book process, you may end up with a DAISY title that is not playable, or all the data on the SD card may be corrupt. It is strongly recommended that you connect to a mains power Source before performing the Build book process.
Note: The Build book process, for a DAISY title, will require between 30MB and 40MB of space on the SD card.
Note: If you try to perform the Build book process on a title which has already been built, PLEXTALK will speak an error message. Press the Menu key to exit from the menu.

15.19. Preparing to edit a DAISY title.

If you have already built a recorded title or, if you have received a title from elsewhere and you wish to edit it, you first need to prepare the title for editing.

To prepare a title for editing, do the following:

- Go to the title you wish to prepare for editing.
- Press the Menu key once to access the Main Menu.
- Use the Left or Right key to go to the "Media Management" option and select it by pressing the Enter key.
- Use the Left or Right key to go to the "Prepare for editing" option and select it by pressing the Enter key.

- PLEXTALK will speak a message asking you if you wish to proceed.
- If you wish to continue, press the Enter key or press the Cancel key to abort the process.
- During the process, PLEXTALK will speak progress messages and will announce when it is complete.
- If you wish to cancel the process whilst it is running, press the Cancel key.

16. Using PLEXTALK's Voice Memo functions.

In addition to using PLEXTALK as a DAISY player, music player and as a DAISY recorder, you are also able to use it for recording simple Voice Memos. This chapter shows you how to get information, record, review, backup and delete Voice Memos using your PLEXTALK.

16.1. Getting information about Voice Memos.

When using the Voice Memo function, to get information about the current memos, whether PLEXTALK is playing or not, do the following:

- Press the Number 5 key once.
- A range of information will be spoken. See below for details.
- If you do not wish to listen to all the information, and wish to step through individual items more quickly, you can do this by repeatedly pressing the Number 5 key.
- If you have heard what you want to hear, you can stop the spoken information by pressing the Enter key.

In the Voice Memo function, you will hear the following items:

- Power information - power source, battery level.
- Voice memo information - current number, total number and available number for recording.

- Voice memo time information - available time for recording.
- Time stamp information - recorded date.

16.2. Recording a new Voice Memo.

To record a new Voice Memo, do the following:

- Press and hold down the Record key and speak the memo.
- Release the key when you are finished.
- PLEXTALK will insert a new Voice Memo into the internal memory and will then return you to the title you were in before recording the new Voice Memo.
- You can record up to 1 minute per memo and a maximum of 200 memos.

Note: You cannot record a continual Voice Memo that lasts for more than 1 minute. When you exceed 1 minute, PLEXTALK automatically stops recording.
Note: The total amount of available recording time for Voice Memos is 30 minutes. The maximum number of individual memos is 200.
Note: If the recorded time exceeds 30 minutes, or the number of memos exceeds 200, you will hear a warning message. You should then delete any unnecessary Voice Memos or backup your Voice Memos to an SD card.
Note: For Voice Memos, the audio compression is fixed at MP3 32kbps monaural.
Note: By default, the Voice Memo will be marked with the date and time at which it was recorded.

16.3. Reviewing existing Voice Memos.

You can review your existing Voice Memos either sequentially or by going direct to a specific Voice Memo.

To listen to your existing Voice Memos sequentially, do the following:

- Press the Title key repeatedly until PLEXTALK says "Voice Memo".
- Use the Left or Right key to move sequentially through the existing Voice Memos.
- If you wish to hear the current Voice Memo again, press the Enter key.

To go direct to a specific Voice Memo, do the following:

- Press the GoTo key once.
- Use the Number Pad to enter the number of the required Voice Memo, followed by the Enter key.
- PLEXTALK will speak an error message if you try to enter an invalid number.

Note: You can go direct to the last Voice Memo by entering 0 followed by the Enter key.

16.4. Backing up Voice Memos to SD card.

Please refer to Section 17.3. for information about Backing up Voice Memos.

16.5. Erasing Voice Memos.

If you wish to erase a single Voice Memo, do the following:

- navigate to the Voice Memo you wish to erase, as detailed previously.
- Press the Menu key once to access the Main Menu.
- Use the Left or Right key to go to the "Voice Memo" option and select it by pressing the Enter key.
- Use the Left or Right key to go to the "Erase the selected Voice Memo" option and press the Enter key.

- PLEXTALK will ask you to confirm that you wish to continue. Press the Enter key again to continue or the Cancel key to abort.
- When the process is complete, PLEXTALK will say "Deleted".

If you wish to erase all Voice Memos, do the following:

- At any time, press the Menu key once to access the Main Menu.
- Use the Left or Right key to go to the "Voice Memo" option and select it by pressing the Enter key.
- Use the Left or Right key to go to the "Erase all Voice Memos" option and press the Enter key.
- PLEXTALK will ask you to confirm that you wish to continue. Press the Enter key again to continue or the Cancel key to abort.
- When the process is complete, PLEXTALK will say "Deleted".

Note: If you try to erase a Voice Memo when there are no Voice Memos, PLEXTALK will speak an error message.

17. Media management features.

Having learned how to create your DAISY title or Voice Memo, it is important that you are able to manage your media properly. PLEXTALK enables you to backup your data, erase SD cards. This chapter details how to carry out these processes for DAISY titles, Voice Memos, Audio Files and for Text Files. It also indicates the limitations that apply.

17.1. Available Media.

This section details the types of media that can be handled by PLEXTALK. The media types are as follows:

Internal memory:

- Used for recording and playback of Voice Memos and Voice Bookmarks. Editing is not possible.
- Maximum of 30 minutes recording time.
- Maximum of 200 memos.

SD card:

- Used for recording, editing and playback of DAISY content and playback of Audio Files and Text Files. Editing of Audio Files and Text Files is not possible.
- Used for backing up Voice Memos and items from USB media.

External USB Media:

- Used for playback of DAISY content, Audio Files and Text Files. No recording or editing is possible.
- Used for backing up items from SD card.

17.2. General backup information.

Before backing up any data, the following points should be noted:

- The internal memory for Voice Memos can only be backed up to SD card. The backup format will be as a DAISY title with level 1 navigation - each Voice Memo becoming a separate section in the title.
- You can backup a variety of data from SD card to external USB media, or vice versa. However, an external USB CD/DVD drive can only be used as a source for backup purposes.
- In the back up process, PLEXTALK gives a verbal warning if there is insufficient space available on the destination media.
- If you backup from a Music CD using an external USB CD/DVD drive, you can choose the audio compression to be used. It will be backed up as Audio Files and not in DAISY format.

17.3. Backing up Voice Memos.

This section details how to backup a Voice Memo from the internal memory to SD card.

- Insert an SD card with sufficient free space.
- Navigate to the Voice Memo list as detailed previously.
- Press the Number 9 key once to access the Backup feature.
- PLEXTALK will ask you to confirm that you wish to continue with the backup. Press the Enter key again to continue or the Cancel key to abort.
- If you choose to continue, the backup process will start. PLEXTALK will announce when the backup is complete.

Note: Voice Memos are saved as a DAISY title with level 1 navigation. Each memo is saved as a separate section.
Note: If you wish to cancel the backup process whilst it is running, press the Cancel key.

17.4. Backing up DAISY titles.

This section details how to backup DAISY titles between an SD card and an external USB media.

17.4.1. Backup a DAISY title from an SD card to an external USB media.

To backup a DAISY title from an SD card to an external USB media, do the following:

- Insert the source SD card.
- Connect an external USB media with sufficient free space.
- Navigate, on the SD card, to the title that you wish to backup.
- Press the Number 9 key once to access the Backup feature.

- PLEXTALK will ask you to confirm that you wish to continue with the backup. Press the Enter key again to continue or the Cancel key to abort.
- If you choose to continue, the backup process will start. PLEXTALK will announce when the backup is complete.

Note: You cannot back up to an external USB CD/DVD drive.
Note: If there is not enough space available in the destination external media, PLEXTALK will indicate the necessary capacity.
Note: The backup time will depend on the size of the source title. See the later Section called "Backup time for DAISY media" for further information.
Note: If you wish to cancel the backup process whilst it is running, press the Cancel key.

17.4.2. Backup a DAISY title from an external USB media to an SD card.

- To backup a DAISY title from an external USB media to an SD card, do the following:

- Insert an SD card with sufficient free space and ensure that it is unlocked.
- Connect the external USB media.
- Navigate, on the external USB media, to the DAISY title that you wish to backup .
- Press the Number 9 key once to access the Backup feature.
- PLEXTALK will ask you to confirm that you wish to continue with the backup. Press the Enter key again to continue or the Cancel key to abort.
- If you choose to continue, the backup process will start. PLEXTALK will announce when the backup is complete.

Note: If there is not enough space available in the destination SD card, PLEXTALK will indicate the necessary capacity.

Note: The backup time will depend on the size of the source title. See the later section called "Backup time for DAISY media" for further information.
Note: If you wish to cancel the backup process whilst it is running, press the Cancel key.

17.4.3. Backup time for DAISY media.

The following backup times apply for DAISY formatted items:

- Backing up a CD, of approximately 600MB capacity, from an external USB CD/DVD drive to an SD card will take around 25 minutes.

- Backing up 600MB of data from an SD card to an External USB flash memory will take approximately 30 minutes.

17.5. Backing up Audio Files/music CD.

PLEXTALK enables you to backup from an external USB media to an SD card. You can back up a whole album at once. You can also backup from an SD card to an External USB media, except for a CD/DVD drive. This section details how you should carry out both these processes.

17.5.1. Backup Audio Files from an SD card to an External USB media.

To backup Audio Files from an SD card to an external USB media, do the following:

- Insert the SD card that contains the Audio Files you wish to backup.
- Connect an external USB media with sufficient free space.
- Navigate, on the SD card, to the album you wish to backup.

- Press the Number 9 key once to access the Backup feature.
- PLEXTALK will ask you to confirm that you wish to proceed with the backup. Press the Enter key to proceed or the Cancel key to abort.
- If you press the Enter key, PLEXTALK will start the backup. PLEXTALK will announce when the backup is complete.

Note: You cannot backup to an external USB CD/DVD drive.
Note: If there is not enough space available in the destination external USB media, PLEXTALK will indicate the necessary capacity.
Note: The backup time will depend on the size of the source title. See the later section called "Backup time for Audio Files/Music CD" for further information.
Note: If you wish to cancel the backup process whilst it is running, press the Cancel key.

17.5.2. Backup Audio Files/Music CD to an SD card.

To backup Audio Files/Music CD from an external USB media to an SD card, do the following:

- Insert an SD card with sufficient free space and ensure that it is unlocked.
- Connect the external USB media you wish to backup from.
- If required, insert the source Music CD into the external USB CD/DVD drive.
- Navigate, on the external USB media, to the album that you wish to backup.
- Press the Number 9 key once to access the Backup feature.
- When backing up from a Music CD, press the Left or Right key to go to your preferred audio compression and press the Enter key to confirm your selection.
- PLEXTALK will ask you to confirm that you wish to proceed with the backup. Press the Enter key to proceed or the Cancel key to abort.
- If you press the Enter key, PLEXTALK will start the backup. PLEXTALK will announce when the backup is complete.

Note: The audio compression option is only available when backing up a Music CD.
Note: If there is not enough space available in the SD card, PLEXTALK will indicate the necessary capacity.
Note: The backup time will depend on the size of the source title. See the later section called "Backup time for Audio Files/Music CD" for further information.
Note: If you wish to cancel the backup process whilst it is running, press the Cancel key.

17.5.3. Backup time for Audio Files/Music CD.

For the range of available sample rates or bit rates, the approximate backup times are given below:

Backing up about 70 minutes of audio from a Music CD to an SD card:

- PCM 44.1kHz Stereo: 35 minutes approximately.
- MP3 256K Stereo: 80 minutes approximately.
- MP3 128K Stereo: 70 minutes approximately.

Backing up around 70 minutes of audio from an SD card to a external USB flash memory:

- PCM 44.1kHz Stereo: 20 minutes approximately.
- MP3 256K Stereo: 30 minutes approximately
- MP3 128K Stereo: 30 minutes approximately.

17.6. Backing up Text Files.

This section details how to backup Text Files between an SD card and an external USB media.

17.6.1. Backup a Text file from an SD card to an external USB media.

To backup a Text File from an SD card to an external USB media, do the following:

- Insert the SD card containing the Text Files you wish to backup.
- Connect an external USB media with sufficient free space.
- Navigate, on the SD card, to the Text File that you wish to backup.
- Press the Number 9 key once to access the Backup feature.
- PLEXTALK will ask you to confirm that you wish to continue with the backup. Press the Enter key again to continue or the Cancel key to abort.
- If you choose to continue, the backup process will start. PLEXTALK will announce when the backup is complete.

Note: You cannot back up to an external USB CD/DVD drive.
Note: If there is not enough space available in the destination external storage, PLEXTALK will indicate the necessary capacity.
Note: If you wish to cancel the backup process whilst it is running, press the Cancel key.

17.6.2. Backup a Text File from an external USB media to an SD card.

To backup a Text File from an external USB media to an SD card, do the following:

- Insert an SD card with sufficient free space and ensure that it is unlocked.
- Connect the external USB media which contains the Text Files you wish to backup.
- Navigate, on the external USB media, to the Text File that you wish to backup.
- Press the Number 9 key once to access the Backup feature.

- PLEXTALK will ask you to confirm that you wish to continue with the backup. Press the Enter key again to continue or the Cancel key to abort.
- If you choose to continue, the backup process will start. PLEXTALK will announce when the backup is complete.

Note: If there is not enough space available in the destination SD card, PLEXTALK will indicate the necessary capacity.
Note: If you wish to cancel the backup process whilst it is running, press the Cancel key.

17.7. Erasing an SD card.

PLEXTALK allows you to erase an SD card as many times as you want. To erase an SD card, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Left or Right key to go to the "Media Management" option and select it by pressing the Enter key.
- Use the Left or Right key to go to the "Erase SD card" option and select it by pressing the Enter key.
- PLEXTALK will ask you to confirm that you wish to continue with the formatting process. Press the Enter key again to continue or the Cancel key to abort.
- If you choose to continue, the formatting process will start. PLEXTALK will announce when the process is complete.

Note: When the SD card is erased, PLEXTALK will behave as if you have inserted a blank SD card.
Note: If the “Erase SD card” function is executed, all data on the SD card will be deleted.

18. Using PLEXTALK as an SD card drive.

You can connect PLEXTALK to a PC, using the USB (Universal Serial Bus) 2.0 interface, to use it as an external card drive. This

chapter describes how to connect and disconnect PLEXTALK to computers that have a range of operating systems.

18.1. What can PLEXTALK be used for when connected to a PC?

With PLEXTALK connected to a computer as a card drive, you can perform standard file management functions such as:

- Transfer DAISY titles, Audio Files and Text Files between the SD card and the computer.
- Create, delete and rename folders on the SD card.
- Delete and rename files on the SD card.
- Transfer audio files, in Mp3 or Wave formats, from a PC to an SD card, and listen to them using the PC, in other words, use PLEXTALK as a file store for music files.

Note: To use PLEXTALK as an external memory card drive, your PC's operating system must be Windows 2000, XP or Vista.

18.2. Connecting PLEXTALK to a PC as an external drive.

This section describes how to physically connect PLEXTALK to a PC.

If you have a PC with Windows 2000, XP or Vista, use the following procedure:

- Turn ON your PC system.
- Connect the USB cable from PLEXTALK to the PC.
- Turn PLEXTALK's power switch ON.
- The PC recognizes PLEXTALK as an external memory card drive automatically.

Note: When PLEXTALK is connected as an external memory card drive, it will only become listed, as a removable disc in "My Computer" and "windows Explorer", when the SD card is inserted.

Note: As soon as PLEXTALK recognises the connection to the PC, it becomes an external memory card drive for the PC and loses all its player and recorder functionality.
Note: Power is supplied to PLEXTALK through the USB cable.

18.3. Disconnecting PLEXTALK from a PC.

When disconnecting PLEXTALK from a PC, use the procedure below:

CAUTION: When PLEXTALK is connected to a PC, as an external memory card drive, you should always avoid Switching off PLEXTALK, Unplugging the USB cable or Removing the SD card, without first following the procedure detailed in this section. Failure to do so may result in damage to or loss of data.

- Left click the "USB" or "Safely remove hardware" icon located in the System Tray at the lower right of the PC screen.
- Select the "USB mass storage device" item from the list of available devices to be stopped, tab to the "Stop" button and press Enter.
- Press Enter again when Windows asks you to confirm this action.
- Assuming that you are then told that it is safe to unplug your device, go ahead and disconnect both ends of the USB cable.
- Finally, remember to close the "Safely remove hardware" dialogue box by tabbing to the "Close" button and pressing the Enter key.

Note: If you have difficulty finding or clicking icon in the Task Tray, shut down the PC and PLEXTALK and then disconnect the cable.

19. Other useful features.

This chapter details how to check the system properties, how to reset the unit back to factory defaults and how to manage the PLEXTALK memory.

19.1. Checking system properties.

In the event of requiring to contact your local agent, you may be required to quote the system version and/or the PLEXTALK serial number. The system version refers to the version of the internal firmware and the serial number is the unique identifier for your PLEXTALK.
If you require to find out the system version or the serial number of your PLEXTALK, this is easily done as follows:

- Press the Menu key once to access the Main Menu.
- Use the Left or Right key to go to the "System settings" option and select it by pressing the Enter key.
- Use the Left or Right key to go to the "System properties" option and select it by pressing the Enter key.
- The system version and serial number will be played repeatedly.
- When you have noted the information that you require, press the Enter key to exit the menu system.

Note: The serial number should also be printed on the label on the inside of the battery housing.

19.2. Reset PLEXTALK to factory defaults.

If, for any reason, you need to set all the PLEXTALK settings back to their factory defaults, this can be achieved very simply. This section details what the default settings are and how to reset PLEXTALK.

19.2.1. Factory default settings.

The following is a list of all the default settings for the PLEXTALK. If the "Initialise all settings to default" function is used, all these settings will be reset to the values listed.

- Select waiting sound: Waiting sound 1
- Text to speech setting, pitch: 0
- Audio source: External microphone
- Recording mode: Default
- Auto section setting: No Setting
- Background noise level: Normal(-28dB)
- Time to auto stop recording: No Setting
- Trigger of starting recording: When press Record key
- Auto Gain Control: On
- Guidance while recording: Guidance on
- Playback setting (DAISY): Standard play
- Playback setting (Audio): Standard play
- Playback setting (Text): Standard play
- Recording volume: 10
- Playback speed: 0
- Playback tone: 0
- Guidance volume: 0
- Playback volume (Main volume): 13
- Voice bookmark: Play

19.2.2. Resetting factory defaults.

To reset all settings back to the factory defaults, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Left or Right key to go to the "System settings" option and select it by pressing the Enter key.
- Use the Left or Right key to go to the "Initialize all settings to default" option and select it by pressing the Enter key.
- PLEXTALK will ask you to confirm that you wish to proceed. Press the Enter key to set all settings to factory defaults or the Cancel key to abort.
- After a short while, PLEXTALK will announce that the task is complete.

Appendix A - Main Specifications.

Note: Shinano Kenshi reserves the right to modify the products specification at any time without prior notice.

This section details the main specifications for the PLEXTALK Pocket PTP1.

General specifications.

SD card slot:
SD/SDHC card

Playable contents:
Books conforming to DAISY 2.0, 2.02 and 3.0 standards
Audio files in MP3, AMR-WB+ and Wave (PCM) formats
Music CDs (CD-DA)(External USB CD/DVD drive)

Playable audio formats for DAISY books:
MP3, AMR-WB+, DAISY ADPCM2, PCM.

Recording methods:
DAISY 2.02

Recording audio formats for DAISY 2.02:
PCM 44.1kHz Stereo
PCM 22.05kHz Mono
MP3 256kbps Stereo
MP3 128kbps Stereo
MP3 64kbps Mono
MP3 32kbps Mono

Recording audio formats for Voice Memo:
MP3 32kbps Mono

Audio input and output:

Headphone terminal (Stereo)
External microphone/ Line input terminal (Stereo)
Built in microphone (Monaural)
Built in speaker (Monaural)

Externally connected terminal:
USB 2.0
USB OTG (USB bus power)

Clock precision:
Approximately 60 seconds per month

Electric Power Source:
AC adaptor, AC 100 V to 240 V, 50 or 60 Hz

Dimensions and weight:
Length 112 mm
Width 55 mm
Height 16 mm
Weight Approx. 110g

Power consumption (maximum):
20W

Working temperature and humidity:
Fahrenheit from 40 to 104
Celsius from 5 to 40
Humidity from 20% to 80%, no moisture.

Audio features.

Headphones (line output):
Compatible impedance 32 ohm unbalanced
Jack 3.5mm diameter stereo mini jack

External Microphone (Plug –in power):
Input impedance 2.2k ohm unbalanced
Jack 3.5mm diameter stereo mini jack

Line Input:
Input impedance 20k ohm unbalanced
Jack 3.5mm diameter stereo mini jack

Built In Speaker:
Output impedance 8 ohm
Output 150mW

Build-in Microphone:
Mode Electric condenser microphone

Main functions.

Guide voice:
Gives spoken information about the current operation
Provides key descriptions in Key Describer mode
Speaks menu items
Gives help information (press the Number 5 key)

Search function:
Heading, Page, Time, Bookmark, Group
Album, Track, File

Volume adjustment:
0 to 25 (in increments of 1)

Guide volume adjustment:
-5 to +5 (in increments of 1)

Play speed adjustment:
11 settings from -2, through 0, to +8 (in increments of 1).
Normal speed is at 0.
-2 is 0.5 times speed, +4 is double speed, +8 triple speed.

Tone adjustment:
13 settings from -6, through 0, to +6 (in increments of 1)
Normal tone is at 0

Recording time (for SD card, 2GB):

(**Note:** All times are approximate)
DAISY PCM 44.1kHz stereo 3 hours
DAISY PCM 22.05kHz mono 12 hours
DAISY MP3 256kbps stereo 15 hours
DAISY MP3 128kbps stereo 30 hours
DAISY MP3 64kbps mono 60 hours
DAISY MP3 32kbps mono 120 hours

Recording level adjustment:

Select input between External Microphone and Line input
0 to 20 (in increments of 1)
Available Auto Gain Control (AGC)

Memory function:

Bookmarks and voice Bookmarks, maximum is 10000
Voice Bookmarks, Total 30 minutes recording
Voice Memo, Total 30 minutes recording, 200 items

Battery specifications.

Type: Lithium polymer

Dimensions:

Length 40 mm
Width 75 mm
Height 20 mm

Capacity: 1500 mAh

Charging time: 4 hours approximately

Operating time:

DAISY format, MP3 recording, 8 hours
DAISY format, MP3 playing, 10 hours

Note: All times are approximate

Note: The charging time and operating time vary depending on the ambient temperature and working conditions.

Performance information.

USB Transfer rate:
280 Mbps typical

Minimum system requirements.

Operating systems: Windows 2000, XP or Vista

Memory Card Drive Specifications.

Card type: SD/SDHC card
File system: FAT-32/16

Appendix B - Menu Hierarchy.

This appendix lists all menu items in the Main Menu along with their corresponding sub menu hierarchy.

In order to help you quickly find items when using the electronic file versions of this User's Guide, the following convention has been used:

- Main menu items start a new paragraph, are written in block capitals and are formatted as Heading3 style. They all have a colon ":" at the end of the line they appear on. They are justified to the left margin.
- Sub menu items are written with an initial capital and are formatted in normal style. They are prefixed with a plus sign "+". They are indented once from the left margin.
- Third level menu items are written with an initial capital and are formatted as normal style. They have no prefixed symbol. They are indented twice from the left margin.

EDIT:

+Set heading
+Cancel heading
+Erase section

RECORDING SETTINGS:

+Select recording mode
Default
Conference
Audio
Analogue cassette
Radio
Custom
Then select sound quality from the following

PCM 44.1kHz stereo
PCM 22.05kHz mono
MP3 256kbps 44.1kHz stereo
MP3 128kbps 44.1kHz stereo
MP3 64kbps 44.1kHz mono
MP3 32kbps 22.05kHz mono.

+Turn guidance on or off when recording
Guidance on
Guidance off

+Select external audio input jack
Microphone mode
Line in mode

+Auto gain control
Auto gain control on
Auto gain control off

PLAYBACK SETTINGS (DAISY titles and Text Files):

+Standard play
+Repeat title

PLAYBACK SETTINGS (Audio Files):

+Standard play
+Repeat track
+Repeat album
+Repeat entire albums
+Shuffle repeat

BOOKMARK:

+Playback setting for Voice Bookmark
Voice Bookmark on
Voice Bookmark off

+Clear all bookmarks in current title

VOICE MEMO:

+Erase the selected voice memo
+Erase all voice memos

MEDIA MANAGEMENT:

+Media title information
+Erase SD card
+Erase USB
+Create a new title
+Erase the selected title
+Prepare for editing
+Build book

SYSTEM SETTINGS:

+Initialise all settings to default
+System properties
    System version
    Serial number
+Select guide volume (On scale -10 to +10)
+Select the text to speech voice
    Voice 1
    Voice 2
+Select the waiting sound
    Waiting sound 1
    Waiting sound 2
    No waiting sound
+Set the system date and time
+Set the text to speech pitch (On the scale -5 to +5)

Appendix C - Troubleshooting.

General operating problems.

Symptom: You turn on the Power Switch, but the power does not come on.
Possible cause 1: Loose power cord or AC adaptor.
Solution: Firmly reinsert the mains power cable into PLEXTALK and ensure that the AC adaptor is firmly inserted.
Possible cause 2: Key Lock is On.
Solution: Turn off the key lock.

Symptom: The power is on, but PLEXTALK does not operate.
Possible cause 1: Battery has not been inserted.
Solution: Insert Battery.
Possible cause 2: Key Lock is On.
Solution: Turn off the key lock.

Symptom: PLEXTALK will not shut down and no keys can be operated.
Possible cause: Unknown error.
Solution: Press and hold down the Power key for more than 10 seconds. If this does not work, remove the AC Adaptor and Battery from the unit and then reinsert them.

Symptom: Cannot record to an SD card.
Possible cause 1: Fault with the input.
Solution: Check the input source and then correct the input setting.
Possible cause 2: There is no available space on the SD card.
Solution: Either delete some unnecessary contents from the current SD card or insert a different SD card with sufficient space.
Possible cause 3: The SD card is write protected/locked.
Solution: Remove the SD card in the correct way, switch the lock to the "Unlocked" position and reinsert it into PLEXTALK.

Symptom: The recording level cannot be adjusted.

Possible cause: You have the Auto Gain Control turned on.
Solution: Turn the Auto Gain Control off in the "Recording settings" menu.

Symptom: The same item is repeatedly played.
Possible cause: A repeat play mode has been selected.
Solution: Switch to "Standard play" mode in the "Playback settings" menu.

Symptom: There is no voice guidance.
Possible cause 1: The guide volume has been set to '0'.
Solution: Increase the guide volume so that the guide speech can be heard.
Possible cause 2: The Turn guidance on or off when recording" option is set to "Guidance off".
Solution: Change the setting to "Guidance on".

Spoken errors during DAISY playback.

Guide voice: "Unsupported card."
Possible cause: The SD card has been formatted with an unsupported file system.
Solution: Insert an SD card which has been formatted as FAT-16 or FAT-32.

Guide voice: "Page does not exist."
Possible cause: The specified page does not exist in the current title.
Solution 1: Specify a valid page. Press the Number 5 key to get information about the pages in the current title and then press the GoTo key once and enter a valid page number.
Solution 2: Select "Page" with the Up or Down key and then use the Left or Right key to move back or forward a page at a time.

Guide voice: "Title does not exist. Please select another title."
Possible cause: There is no media in the source location.
Solution: Insert either an SD card or a USB media with appropriate content and try to select it again using the Title key. Use the Left or

Right key to select a title once the card or USB media has been recognised.

Guide voice: "Heading does not exist."
Possible cause: The specified heading does not exist in the DAISY title.
Solution 1: Press the Number 5 key to get heading information and then press the GoTo key twice and try entering a valid heading number.
Solution 2: Select the navigation level with the Up or Down Key, and then move back or forward with the Left or Right key.

Guide voice: "Bookmark does not exist."
Possible cause: There are no bookmarks or the specified bookmark does not exist.
Solution 1: Press the Bookmark key once and enter a valid bookmark number.
Solution 2: Select "Bookmark" with the Up or Down Key, and then move back or forward with the Left or Right key.

Guide voice: Read error.
Possible cause: Title can't be played back.
Solution: Press the Title key followed by the Left or Right key to try to select a different title.

Errors during Music CD or Audio File CD playback.

Guide voice: "Number xx does not exist." (When trying to navigate to a numbered album)
Possible cause: There is only one album or the specified album does not exist in the Audio File media.
Solution 1: Press the GoTo key twice and enter a valid album number.
Solution 2: Use the Up or Down key to select "Album" from the Navigation Menu and then use the Left or Right key to select the album you want.

Guide voice: "Number xx does not exist." (When trying to navigate to a numbered track)
Possible cause: The specified track does not exist in the Music CD or Audio File media.
Solution 1: Press the GoTo key once and enter a valid track number.
Solution 2: Use the Up or Down key to select "Track" from the Navigation Menu and then use the Left or Right key to go to the track you want.

Errors during recording.

Guide voice: "No SD card"
Possible cause: No SD card has been inserted or the SD card is not properly inserted.
Solution: Insert an SD card which has sufficient space for recording, ensuring that it is unlocked before it is inserted.

Guide voice: Unsupported card.
Possible cause: The card has been formatted with an unsupported file system.
Solution: Insert an SD card which has been formatted as FAT-16 or FAT-32.

Errors during editing.

Guide voice: "Cannot perform build book to this title".
Possible cause: You are trying to build a DAISY title which is already built.
Solution: It is not necessary to perform the "Build book" function on this item.

Guide voice: "Cannot prepare this title for editing".
Possible cause: The title is already prepared for editing. It could also be a Music CD, Audio File CD, a rented DAISY CD from a library, a Multi volume DAISY CD, or a PDTB CD (a Protected Digital Talking Book).

Solution: You either do not need to prepare the item for editing and can carry on without this step, or you are unable to edit these discs.

Errors using the Voice Memo.

Guide voice: "Voice memo does not exist"
Possible cause: All voice Memos have been deleted or you are trying to go to a Voice Memo with a number that is higher than the number of existing Voice Memos.
Solution: Either enter a valid Voice Memo number or navigate the available Voice Memos sequentially using the Left or Right key.

Guide voice: "Not enough space available."
Possible cause: Not enough internal memory for recording a new Voice Memo.
Solution: Free up some memory by deleting unnecessary Voice Memos. Refer to Section 16.5. for more information. You may also wish to backup your memos before carrying out this process.

Errors using Media Management.

Guide voice: "No backup target media".
Possible cause: You have not inserted a suitable backup media.
Solution: Insert either an SD card or a USB media with sufficient storage space to perform the backup and then try again.

Guide voice: "The SD card is locked"
Possible cause: You have locked the SD card using the lock switch on the side of the card.
Solution: Eject the card, move the locking switch to the unlocked position, reinsert it into PLEXTALK and try again.

Errors when using PLEXTALK as an SD card drive on a computer.

Symptom: Drive does not work.

Possible cause 1: The USB cable is not connected correctly.
Solution: Reinsert the USB cable. Check the cable, the connector and whether the pins are dented, bent or damaged.
Possible cause 2: The power is not on.
Solution: Check that the power cord and AC adaptor are securely connected and that PLEXTALK itself is turned on.

Symptom: Cannot write to the SD card.
Possible cause 1: The SD card is locked.
Solution: Eject the SD card, move the lock to the unlocked position, reinsert it and try again.
Possible cause 2: The power is not on.
Solution: Check that the Power cord and AC adaptor are securely connected, and turn on the Power Switch.
Possible cause 3: The USB cable has not been connected correctly.
Solution: Reinsert the USB cable. Check the cable, the connector and whether the pins are dented, bent or damaged.

Symptom: Nothing can be added to the SD card.
Possible cause 1: There is not enough space on the SD card for added data.
Solution: Free up some space on the SD card and try again.
Possible cause 2: The SD card is locked.
Solution: Eject the SD card, move the lock to the unlocked position, reinsert it and try again.

Appendix D - Glossary.

AMR-WB+.

This is a standard for the compression of audio data and is one of the 3 standards that PLEXTALK is able to recognise and play. It stands for Adaptive Multi Rate - WideBand plus. It is an audio codec that extends AMR-WB. It adds support for stereo signals and higher sampling rates.

Audio type CD-R or CD-RW disc.

When a CD-R or CD-RW disc is intended for use as an audio disc, an audio application code is recorded onto the blank disc during manufacture. This identification code makes it possible to differentiate between audio/music type CD-R or CD-RW and PC type CD-R or CD-RW media. This prevents you from recording in Music CD format, even when trying to record using an audio CD-R or CD-RW recorder.

Automatic gain control (AGC).

This is a feature that allows the recording level to be adjusted automatically. When the level is low, it will be increased by 6dB. When the level is high, it will be reduced to below 3dB.

Auto section setting.

PLEXTALK contains a setting for automatic section division. When input is silent for the specified number of seconds, PLEXTALK automatically creates a section at that point. To use this function, set the required time in the Custom recording settings. Select "No setting" if you do not wish to use this function.

Background noise level of input sound.

With PLEXTALK, this is a way of specifying a noise level other than the voice or music that is being input. For example, if inputting sound from a tape, the tape hiss can be specified as noise.

Bit rate.

Bit rate is a measure of data transmission speed. It refers to the number of bits of data transmitted in one second.

Build book.

This is the process which must be used if you wish to be able to play a DAISY title, that has been created on PLEXTALK, on any other DAISY hardware or software player.

CD-DA.

This is a CD format. CD-DA is short for CD-Digital Audio. Music CDs that play on audio equipment are saved in this format.

Condenser microphone.

In a condenser microphone, a voltage is applied between electrodes, changing the microphone's electrostatic capacity and converting sound to an electrical signal. This means that a condenser microphone requires a Electric Power Source to operate. When compared to a dynamic microphone, a condenser microphone is superior in the high range characteristics, however, they are sensitive to vibration and humidity.

Copyright information.

This is information about the year of publication and the owner of a book's copyright.

DAISY book.

DAISY is short for Digital Accessible Information System. A recording made in the DAISY format is generally known as a DAISY book or DAISY title. The DAISY format allows the book producer to code in a hierarchical navigation structure with up to 6 levels. Further information about the DAISY format is given in Chapter 3 of this guide.

dB.

This is an abbreviation for "decibel". A decibel is a unit of measure for volume.

Dynamic microphone.

This is a type of microphone.

External USB CD/DVD drive.

A drive that can access either or both CD and DVD media and which can be connected to PLEXTALK using a USB cable.

External microphone.

With PLEXTALK, you can record by connecting a variety of commercially available external microphones. Microphones are generally classified into two types: dynamic and condenser.

Front pages.

Pages at the front of some books. These are usually characterized by page numbering that is in Roman numerals or by alphabetic characters instead of Arabic numerals. In PLEXTALK, these are recorded as front pages. You cannot use the Page Key to move to this type of page, however, you can move to a page of this type by going to the "Page" option on the Navigation menu and move backwards or forwards using the Number 4 and 6 Key.

Group.

A group is a DAISY navigation feature that allows the user to find specific items quickly. For example, groups might be used to mark diagrams, tables or images. In the User's Guide, Notes, Cautions and Warnings have been marked as groups.

Heading.

The first phrase of a section and the place where the section changes is often called a heading.

HTML.

This is an abbreviation for "HyperText Markup Language". HTML is the predominant markup language used to structure the information on web pages. It is a structured language that allows items such as paragraphs, headings, pages, links, images and tables to be specified in a standardised way so that they are properly recognised by web browsers.

Level.

The producer of a DAISY book can use up to 6 levels of navigation. Levels are generally used for identifying such things as chapters, sections and sub sections in the recording. When the structure has been created, the user can bypass information that they do not wish to read at that time.

Line in or line Input.

This refers to an audio input from sound equipment to the Line in socket on the PLEXTALK.

Maximum page.

This is the number of the highest numbered page in the selected title.

Media.

This refers to the media from which PLEXTALK reads and/or writes data. PLEXTALK can use SD cards and USB media. You can switch the media that PLEXTALK accesses using the Title key.

Menu.

PLEXTALK has a menu system from which many of the functions are accessed. In order to access this menu, press the Menu key. The menu includes "Edit", "Recording settings", "Playback settings", "Bookmark", "Voice memo", "Media management" and "System Settings".

MP3.

This is an abbreviation for MPEG Audio Layer 3 (ISP or IEC 13818-3:1995). It is a standard for the compression of audio information and can obtain compression ratios of one tenth or even one twelfth with CD quality.

Multi-title disc.

Recorded books in which multiple titles are compiled on a single CD.

Multi-volume disc.

This is a DAISY title CD in which one book is recorded on multiple CDs. Indexing can move by headings, pages, bookmarks, etc., spanning across discs.

Phrase.

In the DAISY format, a phrase is the recorded audio between one moment of silence and the next. The length of the silence to be detected before creating a new phrase, is called the phrase pause time.

Play list.

A play list is a file, with a ".M3U" extension, that determines the play sequence of audio files in an Audio File CD.

Prepare for editing.

The “Prepare for editing” function needs to be performed if you wish to add extra recording or editing to a DAISY title that has previously had the "Build book" function performed on it.

SCMS.

This stands for Serial Copy Management System, and is a standard for recording. This standard regulates the copying of digital signals between digital audio devices. In essence, a copy can be made but copies of those copies are not permitted.

SD card.

Secure Digital (SD) is a flash memory card format developed by Matsushita, SanDisk and Toshiba for use in portable devices. Today it is widely used in digital cameras, handheld computers, PDAs, mobile phones, GPS receivers, and video game consoles

SDHC card.

This stands for Secure Digital High Capacity and is a flash memory card format that supports capacities greater than 4GB.

Section.

A section in a DAISY title is the piece of audio between one heading and the next. Headings are used to mark such things as chapters, sections and sub sections in a book. Do not confuse a section in a DAISY title and a section in a book. See Chapter 3 for further information about DAISY structures.

Special pages.

This is a DAISY feature that allows pages to be appended by rules that are different from the text pages. For example, attached tables and figures in the midst of a book, are recorded as special pages. You cannot navigate to a special page using the Page key but you can navigate to them sequentially using the "Page" option on the Navigation menu.

Text to Speech (TTS).

This is a means of converting normal language text into synthetic speech to give access to information that may otherwise not be accessible.

Time to auto stop recording when no sound.

When there is silence in the input sound for a specified time, recording is stopped automatically.

Trigger of starting recording.

PLEXTALK contains a setting for specifying when recording is to start. Depending on this setting, recording starts either when you press the Record Key or when input audio is detected.

Title (DAISY definition).

The title page presents the full title of the book, the name of the author, editor or translator and the name and location of the publishing house. If the book is a new edition of a work previously published, the number of the edition may also appear on the title page following the title. Additional items such as publishing year and colophon sometimes appear on the title page.

USB.

Universal Serial Bus. This is a PC interface specification for connecting peripheral equipment. It is intended to communalize such

peripherals as a mouse, keyboards, printers, modems and speakers, which had been separate in the past.

Wave file.

This is a digitized sound file format for Microsoft Windows, which has ".WAV" as the filename extension. Most pre-mastering software will extract CD (CD-audio) tracks and write them to the hard disk as a Wave file. Always ensure that you have enough space on your hard drive when extracting songs from a CD to Wave files. For example, a 4 minutes song, when written as a Wave file, takes about 40-50 MB. This is a digital conversion, and when done properly, will result in a perfect copy of the original song or audio track. Wave files can have various qualities of sound depending on how they are created or saved, but the most common is 44.1kHz, 16-Bit, stereo. This is equivalent to audio tracks on Music CD.

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